

## **IMPORTANT INFORMATION**

All application forms must be the original form, typed or hand written in black ink. Copies or reproductions of any application form will **NOT** be accepted. **ALL FORMS MUST BE COMPLETED.**

All applicants for a contractor's license regardless of business type must submit the following forms, documents and information:

### **LICENSE FEE**

If the required application fees are not included upon submission of your application, your application **will be returned** to you. (See page 7 & Fee Schedule Worksheet)

**Make checks payable to: State Licensing Board for Contractors**

### **CLASSIFICATION** (Page 2, Item 10)

A partial listing of classifications may be found on Page 7. If your type of work is not listed, please write a detailed description of the type of work you perform and we will assign the proper classification.

### **AFFIDAVIT** (Page 6, Item 15)

This affidavit must be signed by the owner (sole proprietorships), an officer (corporations), a partner (partnerships) or a member (limited liability companies). **ALL SIGNATURES MUST BE NOTARIZED.**

### **FINANCIAL STATEMENT** (Pages 3 and 4)

The financial statement **must** be completed on the **ORIGINAL** form. This form must be completed by an independent auditor (**certified public accountant**).

1. This form must be current to within twelve (12) months of the date of filing.
2. Balance sheets and auditor reports may **not** be used in place of the original form.
3. You must show a net worth in assets of at least ten thousand dollars (\$10,000).
4. The financial statement must be signed by the owner, officer, partner or member before a NOTARY PUBLIC.
5. The independent auditor (CPA) who prepares the financial statement must also sign the form before a NOTARY PUBLIC. A CPA firm name **MAY NOT** be used in lieu of the individual signature of the CPA who completed the financial statement.
6. If an opinion letter of compilation report letter is attached to the financial statement, the letter must be signed by the individual CPA who completed the financial statement.

### **WORK EXPERIENCE** (Page 5)

The ORIGINAL form must be used. If your firm is a new firm with no prior work experience, write "New, no experience" for item 17 and answer item 18.

### **APPLICATION FOR QUALIFYING PARTY**

This application must be completed by the person you designate to take the required examination(s). Qualifying party applicants will not be scheduled for exams until all requirements are met. (Requirements are listed below.) This application must also be completed even if the designated qualifying party designate has **previously tested** with this Board.

### **REQUIREMENTS FOR QUALIFYING PARTY**

**Sole Proprietor (Individual)** – Check item number six (6) for individual.

**Spouse of Sole Proprietor (Individual)** – Provide a copy of your marriage license.

**Partnership** – Provide a copy of your partnership agreement in which you are named as a partner.

**Original Member of a LLC** – Provide a copy of the original articles of organization in which your name is listed as a **member** not manager.

**Stockholder of a corporation who was an original incorporator or original stockholder as shown in the articles of incorporation** – Provide a copy of the original articles of incorporation in which your name is listed as one of the original incorporators. If you are not listed in the original articles provide a copy of the original stock certificate **AND** a copy of the company's Bylaws.

**Employee** – Attached copies of cancelled payroll checks for the 120 days prior to the application date along with a master payroll record showing all applicable deductions (e.g. FICA).

(If additional qualifying parties are desired, this form may be reproduced. This is the **ONLY** form which may be reproduced.)

**EXAMINATIONS**

Examinations must be taken and passed at least ten (10) days **prior** to a Board meeting. Examinations are given each week (except for holidays) at our offices in Baton Rouge only. See the application for further information. Examination fees are shown on page 7 and the Fee Schedule Worksheet.

**PLUMBING BOARD CONTACT INFORMATION UPDATE**

The Louisiana State Plumbing Board has relocated please note that the contact information on the cover sheet of the application number 7 has been changed to 12497 Airline Hwy., Baton Rouge, LA 70817-telephone number (225)756-3434-fax number (225)756-3433.

In addition to the information required for all applicants, the following entities **must** also provide additional information or documents:

**CORPORATIONS**

**ARTICLES OF INCORPORATION** – required for ALL corporations. Send a copy of the articles of incorporation signed by the original organizers. Include all amendments or name changes with the original articles.

**CERTIFICATE OF GOOD STANDING** (Corp.) or **CERTIFICATE OF EXISTENCE** (LLC) from the LOUISIANA SECRETARY OF STATE, to do business in Louisiana before the contractor’s license can be issued. (Page 7, Item 3).

**LIMITED LIABILITY COMPANIES**

**ARTICLES OF ORGANIZATION** (Page 2, Item 11C) You must provide a copy of the articles of organization which lists the MEMBERS (not managers or managing members) and gives the date of organization.

**CERTIFICATE OF GOOD STANDING** (Corp.) or **CERTIFICATE OF EXISTENCE** (LLC) from the LOUISIANA SECRETARY OF STATE, to do business in Louisiana before the contractor’s license can be issued. (Page 7, Item 3).

**PARTNERSHIPS**

**PARTNERSHIP AGREEMENT** (Page 2, Item 11B) You must provide a copy of the partnership agreement which includes the names of the partners and the date of organization.

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**BOARD MEETINGS**

Meetings of the State Licensing Board for Contractors are held on the third Thursday of each month. The names of applicants seeking licensure from the Board must appear on the official agenda ten (10) days prior to each meeting.

ONLY applicants meeting all requirements for licensure will appear on the agenda. All requirements are met when all application forms, documentation, and applicable fees have been received; the Board’s staff has completed their investigation of the applicant’s work experience, bank references have been received, and ALL examinations have been taken and passed by the applicant’s designated qualifying party.

For NON-LOUISIANA applicants a 60 day period (from the date your application is received in the office) must be met before it can be presented to the board for approval.