



**GWINNETT COUNTY**  
**Department of Planning and Development**  
Development Inspection Section  
Phone: 678-518-6020  
Fax: 678-518-6028

## MEMORANDUM

TO: Residential and General Contractor

FROM: Bryan Lackey  
Deputy Director

SUBJECT: Revised State of Georgia Residential and General Contractor Licensing

DATE: June 10, 2008

Effective on or after July 1, 2008, the state of Georgia has mandated that all residential and general contractors be licensed. A permit is required to construct, enlarge, alter, repair, move, demolish or change the occupancy of a building or structure. After July 1, 2008, Gwinnett County is prohibited by state law from issuing permits to unlicensed contractors. We will verify that you are licensed through the Georgia Secretary of State and that your license is in "active" status. This new law also requires a qualifying agent. Therefore, the organization shall submit a statement on company letterhead designating the individual as a qualifying agent. The statement must also include his or her name and license number.

Additionally, on May 7, 2008, the Licensing Board approved additional types of licenses providing for a limited tier individual and limited tier qualifying agent license. These two rules became effective on May 28, 2008. These new rules as well as the new licensing requirements are available upon request or can be viewed on line at [www.sos.ga.gov/plb/contractors](http://www.sos.ga.gov/plb/contractors).

If you have any questions, please contact Larry Dancy, Division Inspection Manager at 678-518-6076.



**GWINNETT COUNTY**  
**Department of Planning & Development**  
**One Justice Square**  
**446 West Crogan Street**  
**Lawrenceville, Georgia 30045**  
**Phone: 678.518.6020 Fax: 678.518.6028**  
**[www.gwinnettcounty.com](http://www.gwinnettcounty.com)**

Official Code of Georgia  
Secretary of State  
Section 43-41-17-H

(H) Nothing in this chapter shall preclude any person from constructing a building or structure on real property owned by such person which is intended upon completion for use or occupancy solely by that person and his or her family, firm, or corporation and its employees, and not for use by the general public and not offered for sale or lease. In so doing, such person may act as his or her own contractor personally providing direct supervision and management of all work not performed by licensed contractors. However, if, under this subsection, the person or his or her family, firm, or corporation has previously sold or transferred a building or structure which had been constructed by such person acting without a licensed residential or general contractor within the prior 24 month period, starting from the date on which a certificate of occupancy was issued for such building or structure, then such person may not, under this subsection, construct another separate building or structure without having first obtained on his or her own behalf an appropriate residential or general contractor license or having engaged such a duly licensed contractor to perform such work to the extent required under this chapter, or it shall be presumed that the person, firm, or corporation did not intend such building solely for occupancy by that person and his or her family, firm, or corporation. Further, such person may not delegate the responsibility to directly supervise and manage all or any part of the work relating thereto to any other person unless that person is licensed under this chapter and the work being performed is within the scope of that person's license. In any event, however, all such work must be done in conformity with all other applicable provisions of this title, the rules and regulations of the board and division involved, and any applicable county or municipal resolutions, ordinances, codes, permitting, or inspection requirements.



## The Office of Secretary of State

*Karen C. Handel*  
SECRETARY OF STATE

*Randall D. Vaughn*  
DIRECTOR  
PROFESSIONAL LICENSING BOARDS

May 28, 2008

Dear County Officials,

On May 7, 2008, the Georgia State Licensing Board for Residential and General Contractors approved additional types of licenses by adopting Rule 553-4-.05 and Rule 553-4-.06. The rules provide for a General Contractor Limited Tier Individual license and a General Contractor Limited Tier Qualifying Agent license. The two rules are effective May 28, 2008.

Applicants for the new tiered licenses are still required to affirm a net worth and obtain a line of credit; however, the new licenses allow applicants working on small projects to adhere to lower financial standards. Individuals applying for a tiered license must affirm a minimum net worth of \$25,000; provide proof of a \$25,000 line of credit; provide proof of general liability insurance in the amount of \$500,000; and provide proof of any applicable workers' compensation insurance.

The General Contractor license does not place financial limits on projects. However, the new General Contractor Limited Tier license and the General Contractor Limited Tier Qualifying Agent license have an established limit of \$500,000 per contract.

All applicants for licensure, including applicants for previously available licenses, are required to pass a two-part written examination, consisting of a practical examination relating to general contracting and a business and law section. Applications for examination may be found on our website at [www.sos.ga.gov/plb/contractors](http://www.sos.ga.gov/plb/contractors). Examinations are offered Monday through Friday in Atlanta, Macon, and Tifton.

Enclosed please find a notice that you can distribute to your county offices where building permits are issued. In order to reach the most general contractors, please post the notice in a conspicuous place in your office and in any other county or municipal buildings for public access.

As a reminder of our previous notices, certain residential and general contractors must be licensed by the State Licensing Board for Residential and General Contractors beginning July 1, 2008. Specialty contractors falling into categories listed on [www.sos.ga.gov/plb/contractor](http://www.sos.ga.gov/plb/contractor) are exempt from licensing requirements.

If you have any further questions concerning the new licensing requirement, please contact the Professional Licensing Boards at 478-207-2440, or visit our website for additional information including state law, board rules and forms.

Sincerely,

A handwritten signature in black ink that reads "Lisa Durden". The signature is written in a cursive, flowing style.

Lisa Durden  
Executive Director  
Georgia State Licensing Board for Residential and General Contractors  
(478) 207-2440



# OFFICIAL NOTICE

## RESIDENTIAL AND GENERAL CONTRACTORS - EFFECTIVE MAY 28, 2008

On May 7, 2008, the Georgia State Licensing Board for Residential and General Contractors approved additional types of licenses by adopting Rule 553-4-.05 and Rule 553-4-.06. The rules provide for a General Contractor Limited Tier Individual license and a General Contractor Limited Tier Qualifying Agent license. The two rules are effective May 28, 2008.

**All applicants for licensure, including applicants for previously available licenses, must pass a two part examination:** a practical section related to general contracting and a business and law section.

Applications for examination may be found on the Board's website at: [www.sos.ga.gov/plb/contractors](http://www.sos.ga.gov/plb/contractors). Once approved by the Board to sit for the examination, applicants will receive a letter with instructions to schedule the examination. Examinations are offered Monday through Friday in Atlanta, Macon, and Tifton. Please submit your application for examination well in advance of July 1, 2008 to allow sufficient time to process your application and to take the exam.

**After July 1, 2008, residential basic contractors, residential light-commercial contractors, and general contractors must have a state license before they may work in Georgia.**

The **financial requirements** for the General Contractor – Limited Tier licenses are as follows:

- **General Contractor Limited Tier – Individual:**
  - Affirm an individual minimum net worth of \$25,000
  - Provide proof of a \$25,000 line of credit
  - Provide proof of general liability insurance in the amount of \$500,000
  - Provide proof of workers' compensation insurance as required by state law
  
- **General Contractor Limited Tier - Qualifying Agent:**
  - Affirm that the business organization has a minimum net worth of \$25,000
  - Provide proof of a \$25,000 line of credit
  - Provide proof of general liability insurance in the amount of \$500,000
  - Provide proof of workers' compensation insurance as required by state law

The **educational and experience requirements** for General Contractors are as follows:

Applicants must have obtained a 4 year degree from an accredited college or university in engineering, architecture, construction management, building construction, or other field acceptable to the division and 1 year of work experience as or in the employment of a general contractor; **or**, applicants must have a combination of college level academic accredited courses and proven experience working as or in the employment of a general contractor equaling at least four years in the aggregate; **or**, applicants must have a total of at least 4 years of proven active experience in a construction industry related field, at least two of which shall have been as or in the employment of a general contractor and at least one of which shall have been in or relating to administration, marketing, accounting, estimating, drafting, engineering, supervision, or project management.

**The new General Contractor Limited Tier license and the General Contractor Limited Tier Qualifying Agent license have an established limit of \$500,000 per contract.**

For a comprehensive list of *frequently asked questions, state laws, a side-by-side comparison of the contractor categories and board rules*, please visit: [www.sos.ga.gov/plb/contractors](http://www.sos.ga.gov/plb/contractors).

Georgia State Board Residential and General Contractors  
P.O. Box 13446 • Macon, Georgia 31208 • 478-207-2440  
[www.sos.ga.gov/plb/contractors](http://www.sos.ga.gov/plb/contractors)



## The Office of Secretary of State

*Karen C. Handel*  
SECRETARY OF STATE

*Randall D. Vaughn*  
DIRECTOR  
PROFESSIONAL LICENSING BOARDS

June 16, 2008

Dear County Officials:

Please let this letter and the enclosed notice serve as a final reminder about the licensure requirement for certain Residential and General Contractors in Georgia. Legislation signed into law in 2004 requires building contractors to obtain licensure from the Georgia State Board for General and Residential Contractors (the "Board") effective July 1, 2008.

Please review the attached informational flier for contractors covering licensure information, including where to obtain application and examination information. Please post the flier in a conspicuous place in your office and in any other county or municipal buildings for public access.

The following contractors are required to be licensed in Georgia:

- Residential-Basic Contractor (Those who perform contract work relative to detached one-family and two-family residences and one-family townhouses not over three stories in height.)
- Residential-Light Commercial Contractor (Those who perform contract work or activity related to multifamily and multiuse light commercial buildings and structures.)
- General Contractor (Those who perform unlimited contractor services in commercial construction, including private, public, institutional and industrial contracting.)
- General Contractor Limited Tier (Those who perform contractor services in commercial construction, including private, public, and institutional and industrial contracting. These contractors have an established limit on contracts up to \$500,000.00.)

We have conducted an extensive outreach effort to make contractors, industry-related trade associations and county officials aware of the new licensing requirements and the relevant deadlines to obtain licensure. However, the Board is concerned that there are individuals engaging in contracting activities who have not yet applied for licensure. With the July 1 license deadline rapidly approaching, please continue to help us reach those contractors who may be unaware of the requirement for licensure.

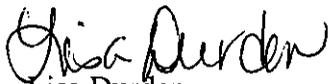
County officials can verify a contractor's license status on the Secretary of State's website at <http://sos.georgia.gov/plb/contractors/>. Beginning July 1, residential and general contractors must be licensed before they can obtain building permits unless the scope of their work falls under specialty contractor services that are exempt from licensure under the law.

Also, at the June 4, 2008 meeting, the Board approved an Authorized Permit Agent Form. Attached please find a copy of this form. This form is to be used by any licensed residential or general contractor who wishes to authorize an individual to act on his or her behalf as it pertains to pulling permits. The form should be presented to local permitting offices that contractors use. The Board does not need a copy of the completed form. This form may also be found on our website at [www.sos.ga.gov/plb/contractors](http://www.sos.ga.gov/plb/contractors).

For more information about the new licensing requirement, including state law, Board rules and forms, please visit the board's website.

Thank you for your assistance with our outreach efforts.

Sincerely,



Lisa Durden

Executive Director

Georgia State Licensing Board for Residential and General Contractors

Phone: (478) 207-2440



## OFFICIAL NOTICE

# RESIDENTIAL AND GENERAL CONTRACTORS MUST BE LICENSED EFFECTIVE JULY 1, 2008

Pursuant to Georgia law O.C.G.A. 43-41, the following contractor types must obtain a license from the **Georgia State Board of Residential and General Contractors** by July 1, 2008:

- **Residential-Basic Contractor:** Those who perform contract work relative to detached one-family and two-family residences and one-family townhouses not over three stories in height.
- **Residential-Light Commercial Contractor:** Those who perform contract work or activity related to multifamily and multiuse light commercial buildings and structures.
- **General Contractor:** Those who perform unlimited contractor services in commercial construction, including private, public, institutional and industrial contracting.
- **General Contractor Limited Tier:** Those who perform contractor services in commercial construction, including private, public, institutional and industrial contracting. These contractors have an established limit of \$500,000.00 per contract.
- **All applicants for licensure must pass a two part examination:** A practical section related to the license they are trying to obtain and a business and law section. Applications for examination may be found on the Board's website at: [www.sos.ga.gov/plb/contractors](http://www.sos.ga.gov/plb/contractors). Once approved by the Board to sit for the examination, applicants will receive a letter with instructions to schedule the examination. Examinations are offered Mondays through Fridays in Atlanta, Macon, and Tifton.

*For a comprehensive list of frequently asked questions, forms, state laws, and board rules, please visit: [www.sos.ga.gov/plb/contractors](http://www.sos.ga.gov/plb/contractors).*



**GWINNETT COUNTY**  
DEPARTMENT OF PLANNING AND DEVELOPMENT  
ONE JUSTICE SQUARE  
446 West Crogan Street, Lawrenceville, Georgia 30045  
Phone: 678.518.6020 Fax: 678.518.6028  
www.gwinnettcounty.com

**Authorized Permit Agent Form**

License verification by permitting office should be completed by visiting [sos.ga.gov/plb/](http://sos.ga.gov/plb/)

**Licensed Contractor:** \_\_\_\_\_ **Individual**                      \_\_\_\_\_ **Qualifying Agent**

**Name of licensed person** \_\_\_\_\_

\*Please attach a copy of Individual license or Company License (Reflects company and qualifying agent license number)

**License number of individual or qualifying agent:** \_\_\_\_\_

**Name of licensed company (if applicable):** \_\_\_\_\_

**License number of company (if applicable):** \_\_\_\_\_

I, \_\_\_\_\_, hereby designate  
Licensed Individual or Qualifying Agent

\_\_\_\_\_ to apply for and obtain permit(s).  
\*Please attach a copy of the authorized permit agent's driver's license

I, the undersigned, being the contractor as either an individual or a qualifying agent, do hereby affirm and swear, under oath, that all information on this form and on accompanying documents are true and correct.

Signature of individual or qualifying agent \_\_\_\_\_

State of \_\_\_\_\_ County of \_\_\_\_\_

Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_ 20 \_\_\_\_

Signature of Notary Public \_\_\_\_\_

Seal



**GWINNETT COUNTY**  
**Department of Planning and Development**  
Building Inspection Section  
Phone: 678-518-6020  
Fax: 678-518-6028

## MEMORANDUM

TO: Homeowners

FROM: Bryan Lackey  
Deputy Director

SUBJECT: Discloser statement for owner/contractor

DATE: June 10, 2008

The State of Georgia has mandated that all residential contractors be licensed effective on or after July 1, 2008. However, there is an exemption to this law that allows you, as the property owner to act as your own contractor without a license, provided the construction is intended for your own use or occupancy and you have not sold a building or structure that you constructed and acted as contractor within the prior 24-months. In acting as your own contractor, you are responsible for the supervision and management of all work that is not performed by a license contractor. All work must conform with all applicable laws, ordinances, building codes and zoning regulations.

Please familiarize yourself with the appropriate codes and laws to insure that all work will be done properly. In the event that you should feel you are unable to comply with the requirements as stated, it will be necessary for you to hire a licensed contractor to complete the job in compliance with all building codes and ordinances in effect.

By signing this statement, you are acknowledging that you have received a copy of this exemption and have read and agreed to the restrictions.

Signed

\_\_\_\_\_  
Owner/Contractor

\_\_\_\_\_  
Printed Name

Notary Public:

State of Georgia  
County of Gwinnett  
Sworn to and subscribed before me  
This \_\_\_\_ day of \_\_\_\_\_ 20\_\_



## The Office of Secretary of State

*Karen C. Handel*  
SECRETARY OF STATE

*Randall D. Vaughn*  
DIRECTOR  
PROFESSIONAL LICENSING BOARDS

May 7, 2008

Dear County Officials:

The Georgia Secretary of State's Office is charged with administering the licensure of numerous professions through its Professional Licensing Board Division. Legislation signed into law in 2004 requires building contractors to obtain licensure from the Georgia State Board for General and Residential Contractors (the "Board") effective July 1, 2008.

This letter provides an overview of who must be licensed, requirements for licensure, and additional information to assist you in incorporating this new requirement within your jurisdiction's permitting and/or certificate of occupancy processes.

Please review the included informational flier for contractors covering licensure requirements, and application and examination information. I ask that you post the flier in a conspicuous place in your office and in any other county or municipal buildings for public access.

The following types of contractors must obtain a license from the Board by July 1, 2008:

- Residential-Basic Contractor (Those who perform contract work relative to detached one-family and two-family residences and one-family townhouses not over three stories in height.)
- Residential-Light Commercial Contractor (Those who perform contract work or activity related to multifamily and multiuse light commercial buildings and structures.)
- General Contractor (Those who perform unlimited contractor services in commercial construction, including private, public, institutional and industrial contracting.)

We have conducted an extensive outreach effort to make contractors, industry-related trade associations and county officials aware of the new licensing requirements and the relevant deadlines to obtain licensure. To date, over 17,000 applicants have obtained licensure. Additionally, several hundred individuals are proceeding with the examination process.

However, the Board believes there are still a number of individuals engaged in contracting activities who have not yet applied for licensure. With the July 1 license deadline rapidly approaching, I would appreciate your assistance in reaching contractors who may be unaware of the requirement for licensure.

The Board's website includes an extensive Frequently Asked Questions section that addresses testing and licensing requirements and procedures: [www.sos.ga.gov/plb/contractors](http://www.sos.ga.gov/plb/contractors).

County officials can verify a contractor's license status on the Secretary of State's website at <http://sos.georgia.gov/plb/contractors/>. Beginning July 1, residential and general contractors must be licensed before they can obtain building permits unless the scope of their work falls under specialty contractor services that are exempt from licensure under the law.

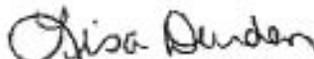
All unlicensed contractors who apply for a permit or certificate of occupancy after the deadline should be directed to the Secretary of State's Professional Licensing Boards website to initiate the licensure process.

Anyone who would like to file a complaint against a contractor can do so online at <http://sos.georgia.gov/plb/>. The complaints process is confidential. All complaints are thoroughly investigated by the Board. Should the Board decide to take disciplinary action against a licensee, they may issue a board order against the licensee. All public board orders against licensees may be found on the same website.

We understand the new licensing requirement may cause some confusion within your organization or office. Please do not hesitate to contact our office for additional information on residential and general contractor testing and license requirements.

Again, for more information about the new licensing requirement, including state law, Board rules and forms, please visit [www.sos.ga.gov/plb/contractors](http://www.sos.ga.gov/plb/contractors).

Thank you,



Lisa Durden  
Executive Director  
Georgia State Licensing Board for Residential and General Contractors  
Phone: (478) 207-2440



## OFFICIAL NOTICE

### RESIDENTIAL AND GENERAL CONTRACTORS MUST BE LICENSED EFFECTIVE JULY 1, 2008

Pursuant to Georgia law O.C.G.A. 43-41, the following contractor types must obtain a license from the Georgia State Board of Residential and General Contractors by July 1, 2008:

- **Residential-Basic Contractor:** Those who perform contract work relative to detached one-family and two-family residences and one-family townhouses not over three stories in height.
- **Residential-Light Commercial Contractor:** Those who perform contract work or activity related to multifamily and multiuse light commercial buildings and structures.
- **General Contractor:** Those who perform unlimited contractor services in commercial construction, including private, public, institutional and industrial contracting.

**All applicants for licensure must pass a two part examination:** A practical section related to the license they are trying to obtain and a business and law section. Applications for examination may be found on the Board's website at: [www.sos.ga.gov/plb/contractors](http://www.sos.ga.gov/plb/contractors). Once approved by the Board to sit for the examination, applicants will receive a letter with instructions to schedule the examination. Examinations are offered Mondays through Fridays in Atlanta, Macon, and Tifton. Please submit your application for examination well in advance of July 1, 2008 to allow sufficient time to process your application and to take the exam.

The educational and experience requirements for each license type are as follows:

- **Residential-Basic Contractor:** Applicants must have 2 years of experience working as or in the employment of a residential contractor, or other experience deemed substantially similar by the Board; and applicants must have significant responsibility for the successful performance and completion of at least two projects falling within the residential-basic category within the two years preceding application.
- **Residential-Light Commercial Contractor:** Applicants must have obtained a 4 year degree from an accredited college or university in the field of engineering, architecture, construction management, building construction, or related field and 1 year of experience working as or in the employment of a residential or general contractor; or, applicants must provide a combination of academic credits from any accredited college level courses and experience working as or in the employment of a residential or general contractor, or other experience equaling four years in the aggregate; or, applicants must have obtained 4 years of proven active experience working in a construction related field, at two least 2 years of which must have been working as or in the employment of a residential contractor; and applicants must have had significant responsibility for the successful performance and completion of at least 2 projects falling within the residential-light commercial category within the four years preceding application.
- **General Contractor:** Applicants must have obtained a 4 year degree from an accredited college or university in engineering, architecture, construction management, building construction, or other field acceptable to the division and 1 year of work experience as or in the employment of a general contractor; or, applicants must have a combination of college level academic accredited courses and proven experience working as or in the employment of a general contractor equaling at least four years in the aggregate; or, applicants must have a total of at least 4 years of proven active experience in a construction industry related field, at least two of which shall have been as or in the employment of a general contractor and at least one of which shall have been in or relating to administration, marketing, accounting, estimating, drafting, engineering, supervision, or project management.

For a comprehensive list of *frequently asked questions, state laws, a side-by-side comparison of the contractor categories and board rules*, please visit: [www.sos.ga.gov/plb/contractors](http://www.sos.ga.gov/plb/contractors).

Georgia State Board Residential and General Contractors  
P.O. Box 13448 • Macon, Georgia 31208 • 478-207-2440  
[www.sos.ga.gov/plb/contractors](http://www.sos.ga.gov/plb/contractors)

# **OFFICIAL NOTICE**

## **RESIDENTIAL AND GENERAL CONTRACTORS MUST BE LICENSED**

***EFFECTIVE JULY 1, 2008***

***O.C.G.A. § 43-41-14(a) provides:***

"Any person, whether an individual or a business organization acting through a qualifying agent, intending to perform work as a residential or general contractor, upon making application to the building inspector or such other authority of any incorporated municipality or county in this state charged with the duty of issuing building or other permits for contemplated construction work requiring performance by either a licensed residential contractor or a licensed general contractor shall, before being entitled to the issuance of such permit, furnish to such inspector or authority, personally or through his or her authorized agent specifically designated to act on his or her behalf in a sworn written document submitted contemporaneously or previously submitted and maintained by such inspector or authority, his or her residential contractor or general contractor license number and the identity of any business organization for which such applicant is serving as qualifying agent that is undertaking or contracting as a residential contractor or a general contractor to construct or manage the construction."

***"A building inspector or other authority shall issue such building permit under the terms of this Code section to any person, including an individual licensee acting on his or her own behalf or a licensee acting as a qualifying agent for a business organization and such business organization, upon evidence reasonably establishing that such person is duly licensed as a residential or general contractor under this chapter, either individually or as a business organization acting under a duly licensed qualifying agent."***

***O.C.G.A. §§ 43-41-1 through 43-41-17 can be viewed in its entirety at  
[HTTP://WWW.SOS.GA.GOV/PLB/CONTRACTORS](http://www.sos.ga.gov/plb/contractors)***



State Licensing Board for Residential and General Contractors  
P.O. Box 13446  
Macon, Georgia 31208  
478-207-2440

**IF YOU HAVE QUESTIONS, PLEASE CONTACT THE STATE LICENSING BOARD FOR RESIDENTIAL AND GENERAL CONTRACTORS AT 478-207-2440 OR VISIT [HTTP://WWW.SOS.GA.GOV/PLB/CONTRACTORS/](http://www.sos.ga.gov/plb/contractors/).**



## The Office of Secretary of State

*Karen C. Handel*  
SECRETARY OF STATE

*Randall D. Vuglin*  
DIRECTOR  
PROFESSIONAL LICENSING BOARDS

May 7, 2008

Dear County Officials:

The Georgia Secretary of State's Office is charged with administering the licensure of numerous professions through its Professional Licensing Board Division. Legislation signed into law in 2004 requires building contractors to obtain licensure from the Georgia State Board for General and Residential Contractors (the "Board") effective July 1, 2008.

This letter provides an overview of who must be licensed, requirements for licensure, and additional information to assist you in incorporating this new requirement within your jurisdiction's permitting and/or certificate of occupancy processes.

Please review the included informational flier for contractors covering licensure requirements, and application and examination information. I ask that you post the flier in a conspicuous place in your office and in any other county or municipal buildings for public access.

The following types of contractors must obtain a license from the Board by July 1, 2008:

- Residential-Basic Contractor (Those who perform contract work relative to detached one-family and two-family residences and one-family townhouses not over three stories in height.)
- Residential-Light Commercial Contractor (Those who perform contract work or activity related to multifamily and multiuse light commercial buildings and structures.)
- General Contractor (Those who perform unlimited contractor services in commercial construction, including private, public, institutional and industrial contracting.)

We have conducted an extensive outreach effort to make contractors, industry-related trade associations and county officials aware of the new licensing requirements and the relevant deadlines to obtain licensure. To date, over 17,000 applicants have obtained licensure. Additionally, several hundred individuals are proceeding with the examination process.

However, the Board believes there are still a number of individuals engaged in contracting activities who have not yet applied for licensure. With the July 1 license deadline rapidly approaching, I would appreciate your assistance in reaching contractors who may be unaware of the requirement for licensure.

The Board's website includes an extensive Frequently Asked Questions section that addresses testing and licensing requirements and procedures: [www.sos.ga.gov/plb/contractors](http://www.sos.ga.gov/plb/contractors).

County officials can verify a contractor's license status on the Secretary of State's website at <http://sos.georgia.gov/plb/contractors/>. Beginning July 1, residential and general contractors must be licensed before they can obtain building permits unless the scope of their work falls under specialty contractor services that are exempt from licensure under the law.

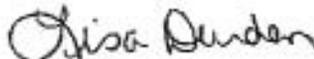
All unlicensed contractors who apply for a permit or certificate of occupancy after the deadline should be directed to the Secretary of State's Professional Licensing Boards website to initiate the licensure process.

Anyone who would like to file a complaint against a contractor can do so online at <http://sos.georgia.gov/plb/>. The complaints process is confidential. All complaints are thoroughly investigated by the Board. Should the Board decide to take disciplinary action against a licensee, they may issue a board order against the licensee. All public board orders against licensees may be found on the same website.

We understand the new licensing requirement may cause some confusion within your organization or office. Please do not hesitate to contact our office for additional information on residential and general contractor testing and license requirements.

Again, for more information about the new licensing requirement, including state law, Board rules and forms, please visit [www.sos.ga.gov/plb/contractors](http://www.sos.ga.gov/plb/contractors).

Thank you,



Lisa Durden  
Executive Director  
Georgia State Licensing Board for Residential and General Contractors  
Phone: (478) 207-2440



## OFFICIAL NOTICE

### RESIDENTIAL AND GENERAL CONTRACTORS MUST BE LICENSED EFFECTIVE JULY 1, 2008

Pursuant to Georgia law O.C.G.A. 43-41, the following contractor types must obtain a license from the Georgia State Board of Residential and General Contractors by July 1, 2008:

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- **General Contractor:** Those who perform unlimited contractor services in commercial construction, including private, public, institutional and industrial contracting.

**All applicants for licensure must pass a two part examination:** A practical section related to the license they are trying to obtain and a business and law section. Applications for examination may be found on the Board's website at: [www.sos.ga.gov/plb/contractors](http://www.sos.ga.gov/plb/contractors). Once approved by the Board to sit for the examination, applicants will receive a letter with instructions to schedule the examination. Examinations are offered Mondays through Fridays in Atlanta, Macon, and Tifton. Please submit your application for examination well in advance of July 1, 2008 to allow sufficient time to process your application and to take the exam.

The educational and experience requirements for each license type are as follows:

- **Residential-Basic Contractor:** Applicants must have 2 years of experience working as or in the employment of a residential contractor, or other experience deemed substantially similar by the Board; and applicants must have significant responsibility for the successful performance and completion of at least two projects falling within the residential-basic category within the two years preceding application.
- **Residential-Light Commercial Contractor:** Applicants must have obtained a 4 year degree from an accredited college or university in the field of engineering, architecture, construction management, building construction, or related field and 1 year of experience working as or in the employment of a residential or general contractor; or, applicants must provide a combination of academic credits from any accredited college level courses and experience working as or in the employment of a residential or general contractor, or other experience equaling four years in the aggregate; or, applicants must have obtained 4 years of proven active experience working in a construction related field, at two least 2 years of which must have been working as or in the employment of a residential contractor; and applicants must have had significant responsibility for the successful performance and completion of at least 2 projects falling within the residential-light commercial category within the four years preceding application.
- **General Contractor:** Applicants must have obtained a 4 year degree from an accredited college or university in engineering, architecture, construction management, building construction, or other field acceptable to the division and 1 year of work experience as or in the employment of a general contractor; or, applicants must have a combination of college level academic accredited courses and proven experience working as or in the employment of a general contractor equaling at least four years in the aggregate; or, applicants must have a total of at least 4 years of proven active experience in a construction industry related field, at least two of which shall have been as or in the employment of a general contractor and at least one of which shall have been in or relating to administration, marketing, accounting, estimating, drafting, engineering, supervision, or project management.

For a comprehensive list of *frequently asked questions, state laws, a side-by-side comparison of the contractor categories and board rules*, please visit: [www.sos.ga.gov/plb/contractors](http://www.sos.ga.gov/plb/contractors).

Georgia State Board Residential and General Contractors  
P.O. Box 13446 • Macon, Georgia 31208 • 478-207-2440  
[www.sos.ga.gov/plb/contractors](http://www.sos.ga.gov/plb/contractors)

# **OFFICIAL NOTICE**

## **RESIDENTIAL AND GENERAL CONTRACTORS MUST BE LICENSED**

***EFFECTIVE JULY 1, 2008***

***O.C.G.A. § 43-41-14(a) provides:***

"Any person, whether an individual or a business organization acting through a qualifying agent, intending to perform work as a residential or general contractor, upon making application to the building inspector or such other authority of any incorporated municipality or county in this state charged with the duty of issuing building or other permits for contemplated construction work requiring performance by either a licensed residential contractor or a licensed general contractor shall, before being entitled to the issuance of such permit, furnish to such inspector or authority, personally or through his or her authorized agent specifically designated to act on his or her behalf in a sworn written document submitted contemporaneously or previously submitted and maintained by such inspector or authority, his or her residential contractor or general contractor license number and the identity of any business organization for which such applicant is serving as qualifying agent that is undertaking or contracting as a residential contractor or a general contractor to construct or manage the construction."

***"A building inspector or other authority shall issue such building permit under the terms of this Code section to any person, including an individual licensee acting on his or her own behalf or a licensee acting as a qualifying agent for a business organization and such business organization, upon evidence reasonably establishing that such person is duly licensed as a residential or general contractor under this chapter, either individually or as a business organization acting under a duly licensed qualifying agent."***

***O.C.G.A. §§ 43-41-1 through 43-41-17 can be viewed in its entirety at  
[HTTP://WWW.SOS.GA.GOV/PLB/CONTRACTORS](http://www.sos.ga.gov/plb/contractors)***



State Licensing Board for Residential and General Contractors  
P.O. Box 13446  
Macon, Georgia 31208  
478-207-2440

**IF YOU HAVE QUESTIONS, PLEASE CONTACT THE STATE LICENSING BOARD FOR RESIDENTIAL AND GENERAL CONTRACTORS AT 478-207-2440 OR VISIT [HTTP://WWW.SOS.GA.GOV/PLB/CONTRACTORS/](http://www.sos.ga.gov/plb/contractors/).**