



STATE OF TENNESSEE  
DEPARTMENT OF COMMERCE AND INSURANCE  
**BOARD FOR LICENSING CONTRACTORS**  
REVISION SECTION  
500 JAMES ROBERTSON PARKWAY, SUITE 110  
NASHVILLE, TENNESSEE 37243-1150  
(615) 253-4710 OR 253-5741 OR (800) 544-7693 FAX – (615) 532-2868  
[www.state.tn.us/commerce/boards/contractors](http://www.state.tn.us/commerce/boards/contractors)

**CHECK LIST**  
**REQUEST TO REMOVE RESTRICTION AND INCREASE LIMIT**  
**(BC-A/r - \$70,000 Limited License)**

- \_\_\_\_\_ Copy of "Business and Law" and "Trade" exam scores
- \_\_\_\_\_ Reviewed or audited financial statement, less than one year old, prepared by a licensed CPA/PA
- \_\_\_\_\_ Complete the revision request form (experience, affidavit, etc.) and mail to the above address

Detailed instructions are attached, concerning the exam and financial information.

There is not a fee for this service. Revisions are reviewed by the Board at their regularly scheduled meetings. Deadline date to submit revision is the last day of the month prior to the Board meeting. For example, if the next Board meeting is July 24; the deadline date for us to receive your request would be June 30<sup>th</sup>. (Check the Board's calendar on the website for a list of meeting dates). The Board meets during the months of January, March, May, July, September and November.

Feel free to contact our office should you need additional assistance.

**BOARD FOR LICENSING CONTRACTORS**  
**500 JAMES ROBERTSON PKWY., SUITE 110**  
**NASHVILLE, TN 37243-1150**  
 TELEPHONE: (615) 253-5741 or FAX: (615) 532-2868



**NO FEE**

**REQUEST TO REMOVE RESTRICTION**  
**for BC-A/r -Revision/Increase**

COMPANY NAME: \_\_\_\_\_ LICENSE ID #000 \_\_\_\_\_

ADDRESS: \_\_\_\_\_

(Address Change  No  Yes – Address above is new address)

TELEPHONE: (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ (Work) / (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ (Cell) / (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ (Fax)

Corporation     Partnership     Individual     LLC (Limited Liability Co.)

Classification(s): \_\_\_\_\_ License Expiration Date: \_\_\_\_\_

BOARD REVIEW TO INCREASE MONETARY LIMIT AND CHANGE CLASS TO:

Company \_\_\_\_\_ **\*HAS** \_\_\_\_\_ **HAS NOT** bid or performed work in which we are not properly licensed or in excess of our license limit or out of our classification. *\*If you checked "HAS," please attach an explanation!*

\_\_\_\_\_  
**PRINT CONTRACTOR'S NAME**

\_\_\_\_\_  
**SIGNATURE**

\_\_\_\_\_  
**DATE**

**ATTACH A LIST OF EXPERIENCE**

**(CONTINUED →)**

**FOR OFFICE USE ONLY**

Current Monetary Limit: **\$70,000**; Class: **BC/r**; Expiration: \_\_\_\_\_

Audit     Review - Date of Financial Statement: \_\_\_\_\_

Financial Statements Submitted:  Personal     Company

Corporate     Parent

Guaranty:  Attached     File     N/A

<b>COMPANY W/C</b>		<b>COMPANY N/W</b>	
<b>PERSONAL W/C</b>		<b>PERSONAL N/W</b>	
<b>50% PERS. W/C</b>		<b>50% PERS. N/W</b>	
<b>LINE OF CREDIT</b>			
<b>TOTAL W/C:</b>		<b>TOTAL N/W:</b>	

Approved – Classification: \_\_\_\_\_; Monetary Limit: \$ \_\_\_\_\_

Approved upon receipt of: \_\_\_\_\_

Denied--Reason: \_\_\_\_\_

\_\_\_\_\_  
*Board Member Initials*

\_\_\_\_\_  
*Date*

**DUPLICATE#** \_\_\_\_\_

**PREPARED BY:** \_\_\_\_\_

**EXPERIENCE**

1. Date: \_\_\_\_\_ Job Name \_\_\_\_\_ Spec/ Contract Amount\$ \_\_\_\_\_

Type of Work: \_\_\_\_\_

Name of Customer/Owner: \_\_\_\_\_ Date Completed: \_\_\_\_\_  
Month / Year

Comments: \_\_\_\_\_

2. Date: \_\_\_\_\_ Job Name \_\_\_\_\_ Spec/ Contract Amount\$ \_\_\_\_\_

Type of Work: \_\_\_\_\_

Name of Customer/Owner: \_\_\_\_\_ Date Completed: \_\_\_\_\_  
Month / Year

Comments: \_\_\_\_\_

3. Date: \_\_\_\_\_ Job Name \_\_\_\_\_ Spec/ Contract Amount\$ \_\_\_\_\_

Type of Work: \_\_\_\_\_

Name of Customer/Owner: \_\_\_\_\_ Date Completed: \_\_\_\_\_  
Month / Year

Comments: \_\_\_\_\_

4. Date: \_\_\_\_\_ Job Name \_\_\_\_\_ Spec/ Contract Amount\$ \_\_\_\_\_

Type of Work: \_\_\_\_\_

Name of Customer/Owner: \_\_\_\_\_ Date Completed: \_\_\_\_\_  
Month / Year

Comments: \_\_\_\_\_

5. Date: \_\_\_\_\_ Job Name \_\_\_\_\_ Spec/ Contract Amount\$ \_\_\_\_\_

Type of Work: \_\_\_\_\_

Name of Customer/Owner: \_\_\_\_\_ Date Completed: \_\_\_\_\_  
Month / Year

Comments: \_\_\_\_\_

TENNESSEE DEPARTMENT OF COMMERCE AND INSURANCE  
**BOARD FOR LICENSING CONTRACTORS**  
500 JAMES ROBERTSON PKWY., DAVY CROCKETT TOWER - SUITE 110  
NASHVILLE, TENNESSEE 37243-1150  
**Contact: (615) 253-5741 or (800) 544-7693 or Fax – (615) 532-2868**



**MONETARY LIMIT INCREASE  
for BC-A/r Revisions**

**NO FEE**

***(\*Experience sheet is required!!)***

In accordance with Contractor's Rule 0680-1-.14, a licensee may request the Board to consider revision of their monetary limitation at any of the regular Board meetings; increases cannot be granted in-office. Please attach a current **REVIEWED** or **AUDITED** financial statement to your increase request, with experience sheet or resume. Financial statements must be less than one year old, prepared by an actively licensed **CPA** or **PA** on **GAAP** basis. Financial statements prepared on *income tax basis* or *compiled* are **UNACCEPTABLE**.

**For any increase requests of \$1,500,000 AND LESS, submit a REVIEWED OR AUDITED financial statement, prepared by a CPA or PA. (Example: \$200,000 to \$500,000; or \$750,000 to \$1,500,000, etc.)**

**For increases, which will take the limit GREATER THAN \$1,500,000, submit an AUDITED financial statement prepared by a CPA or PA. (Example: \$1,500,000 to \$2,500,000 or \$800,000 to Unlimited.)**

MONETARY LIMIT IS BASED 10 TIMES THE LESSER OF WORKING CAPITAL OR NET WORTH. WORKING CAPITAL IS CURRENT ASSETS MINUS CURRENT LIABILITIES; NET WORTH IS TOTAL ASSETS MINUS TOTAL LIABILITIES.

At the Board's discretion, a "Line of Credit" on our format, may be used to increase the working capital. Personal financial statements with the "Guaranty Agreement" may be used to increase the net worth and working capital, however, only 50% of any guaranty provided is used.

A request for increase must be received in the Board office by the ***last day of the month*** before the month in which the Board meets. The Board is scheduled to meet January, March, May, July, September and November. For example, request must be received by August 31<sup>st</sup> to be reviewed at the September meeting. *(Note: The contractor is not required to be at the meeting!)*

In order for a request to be granted prior to the meeting, the "owner" of the project must submit a hardship request in writing for the contractor, stating the hardship, bid date, details of the project and why they need this contractor to bid. The contractor's increase paperwork must be complete. Contractors cannot bid until license increase is confirmed!

All licensees must be current and valid in order to be reviewed by the Board. New licensees (licensed less than one year) cannot be granted an increase, without special permission and a detailed explanation. Should an increase be sent with your license RENEWAL, your increase may be processed *first*, then forwarded to the renewal section. A renewed license would then be mailed separately or to ensure the increase does not get overlooked, it would be best to send separately and using a photocopy of the financial statement for renewal. The Board sets the monetary limit based on experience of projects for the amount requested (you may list personnel's experience from other companies).

**NOTE: T.C.A. §62-6-120, prohibits a contractor from offering to engage above their limit, prior to limit increase approval. Revisions are approved by the Board, only; the staff cannot approve these requests. Make sure you have your approval in writing before bidding!!!**

For further assistance, please contact the Revision Section at (615) 253-5741 or 1-800-544-7693.

**INSTRUCTIONS**

- \_\_\_\_\_ 1. Complete the attached revision request form and sign. If you checked "Has" bid, please attach an explanation.
- \_\_\_\_\_ 2. Attach experience listing and copy of test scores (including Business & Law).
- \_\_\_\_\_ 3. \*Attach financial statement ("Reviewed" monetary requests \$1,500,000 or less; or "Audited" for monetary limit requests exceeding \$1,500,000.
- \_\_\_\_\_ 4. Mail to the Contractor's Board. Must be received by the last day of the month to be reviewed at the next scheduled Board meeting. (Example: Received on August 31<sup>st</sup>, reviewed at the September meeting; received in September, reviewed at the November meeting, etc.) If this is to be bid prior to the next Board meeting, must submit "HARDSHIP" request from the owner with the bid date, reason of hardship, details of the projects, etc.
- \_\_\_\_\_ 5. Check with your CPA to make sure you have enough working capital and net worth for the limit requested or use the following formula:

MONETARY LIMIT DETERMINATION FORMULA WORKSHEET

<u>WORKING CAPITAL</u>	<u>NET WORTH</u>
\$ _____ Current Assets	\$ _____ Total Assets
-minus	-minus
\$ _____ Current Liabilities	\$ _____ Total Liabilities
=equals	=equals
\$ _____ Working Capital	\$ _____ Net Worth

(EXAMPLE: If monetary limit requested is \$500,000, working capital and net worth must both be at least \$50,000)

If the working capital and net worth are not sufficient for your monetary limit, you may submit a "Line of Credit" on the Board's format to supplement working capital (50% value used for negative amount or submit a personal financial statement, with the Guaranty, which may be used at 50% value to supplement both net worth and working capital. A guaranty may be required by all parent companies for their subsidiaries.

**CURRENT ASSETS** are cash and those assets that are reasonably expected to be realized in cash or sold or consumed within one year or within a business's normal operating cycle if it is longer. Generally, current assets include the following:

- Cash and cash equivalents available for current operations
- Marketable securities representing the investment of cash available for current operations, including investments in debt and equity securities classified as trading securities.
- Underbillings on work in progress
- Inventories (to include materials and/or houses built for sale). Also, developed lots for sale. Raw, undeveloped land is not a current asset.
- Retirement Plans, specifically an IRA, 401K and Profit Sharing, will be allowed at 50%
- Cash surrender value of life insurance policies
- Trade accounts receivable and notes and other receivables that are expected to be collected within one year
- Prepaid expenses such as insurance, interest, rents, taxes, etc.

(continued)

The following are not current assets, however, since they generally are not expected to be converted into cash within one

year:

- Cash restricted for special purposes (Restricted cash may be classified as a current asset if it is considered to offset maturing debt that has been properly classified as a current liability, however.)
- Long term investments
- Receivables not expected to be collected within one year
- Land and other natural resources
- Depreciable assets (buildings, equipment, tools, etc.)
- Prepayments or deferred charges that will not be charged to operations within one year

**CURRENT LIABILITIES** are obligations whose liquidation is reasonably expected to require (a) the use of current assets or (b) the creation of the other current liabilities. Generally, current liabilities include the following:

- Payables for materials and supplies
- Amounts collected before goods or services are delivered (overbillings on jobs in progress)
- Accruals for wages, salaries, commissions, rents, royalties, and taxes
- Other obligations, including portions of long-term obligations, that are expected to be liquidated within one year

Current liabilities do not include long term notes, bonds, and obligations that will not be paid out of current assets.

(The next two pages, "Line of Credit" and the "Guaranty Agreement"  
may be used to support your financial statement)

**LINE OF CREDIT**

TO BE WRITTEN ON BANK LETTERHEAD  
(May be used if WORKING CAPITAL does not support monetary limit requested)

**DATE**

**TO: CONTRACTOR LICENSEE NAME (Individual, Corporation, Partnership or LLC)**  
**Address**  
**City, State and Zip**

**Dear Contractor:**

You have requested of (Name of Lending Institution) to establish a line of credit which will be available to (Contractor's Name as to be on License) for use in conducting the contracting business for which a license is being sought from the State of Tennessee Board for Licensing Contractors.

We hereby establish a line of credit for these purposes in the amount of \$(Dollar Amount), which will be maintained for a period of one year from the date of license issuance, subject to no adverse change in your financial condition.

As a condition of this arrangement, it is our understanding you will inform us and the Board for Licensing Contractors of any significant change(s) in your financial condition during the term of this commitment.

We the undersigned will endeavor to notify the Board for Licensing Contractors should we become aware of any significant change(s) in financial conditions of the above named applicant.

**By**  
**Name/Title**

**SAMPLE LETTER -- FOR BANK USE ONLY**

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Instructions

- To increase the working capital, a contractor may take this **SAMPLE** form to their bank
- The line of credit (LOC) does not increase the net worth
- If a contractor's working capital is negative, only 50% of the LOC's value is applied
- The LOC is for the contractor's use and may be utilized at any time by the contractor
- This format's exact wording must be used in order for the Board to consider accepting
- Original LOC document must be submitted; copies are not acceptable
- Name on LOC must be in the **EXACT NAME** as to be licensed and as on financial statement

**GUARANTY AGREEMENT**

*(Required with supplemental financial statements to increase working capital or net worth; and may be required by parent or personal guarantors indemnifying licensee; or with financial statements showing cash only)*

I/we, the undersigned person(s), natural or corporate, do hereby pledge and agree to guarantee the debts and obligations of the within named contractor for all debts and obligations arising out of the contracting activities of the Contractor as defined by TENNESSEE CODE ANNOTATED, section 62-6-101.

This **GUARANTY AGREEMENT** is being executed at the request of:

\_\_\_\_\_  
**(NAME AS ON LICENSE)**

The contractor, to which this document is applicable, for the express purpose of providing additional financial security and stability for said Contractor in order to obtain a license to engage in contracting in the State of Tennessee, Board for Licensing Contractors.

I/we the undersigned Guarantors agree and contract to pay any and all debts and obligations of said Contractor as provided for above should they fail and refuse to pay and/or default on same.

I/we the undersigned Guarantors, agree to furnish and supply the Board with any and all financial reports, statements and information to which they may request in order to provide evidence of my/our financial security and stability.

I/we understand and agree that where the words "indemnities" appear in Rule #0680-1-.13 of the rules of the Board, it shall be in reference to this document, its title and wording to the contrary, pursuant T.C.A. 62-6-111(g)(1)(E), all liabilities indemnified.

This document and the obligation undertaken shall expire and shall become null and void upon expiration of any license granted the Contractor by the Board or upon joint request, in writing, of the undersigned Guarantors and the Contractor, with the approval of the Board, provided, however, that any and all debts and obligations for, or arising out of work in process, upon the expiration, nullification and/or cancellation of this agreement, shall be covered and the Guarantor(s) herein shall remain liable for same.

\* \* \*

\*Corporate parent financial statements submitted to indemnify and/or increase working capital and net worth of licensee, must complete corporate section, sign and NOTARIZE.

\*\*Personal guarantors may indemnify and/or increase working capital and net worth of licensee, complete personal section, sign and NOTARIZE. (Signature of all persons named on financial statement, such as SPOUSE, is required.)

**\*CORPORATE /PARENT GUARANTOR SECTION**

**\*\*PERSONAL GUARANTOR SECTION**

\_\_\_\_\_  
**Entity Name on Corporate/Parent Financial Statement**

\_\_\_\_\_  
**Signature of Personal Guarantor**

Name: \_\_\_\_\_  
Title: \_\_\_\_\_

\_\_\_\_\_  
**Signature of Spouse/Additional Guarantor**

\_\_\_\_\_  
**\*Signature of Corporate Official**

As corporate official, I am fully authorized to bind and obligate the corporation to the terms and conditions of this document as stated herein. Attached is *the supplemental financial statement*.

**NOTARIZE**

Subscribed before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

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

My Commission Expires: \_\_\_\_\_  
State of \_\_\_\_\_/County of \_\_\_\_\_

**(SEAL)**



Tennessee Department of Commerce & Insurance  
**Board for Licensing Contractors**  
500 James Robertson Pkwy., Davy Crockett Tower, Suite 110  
Nashville, TN 37243-1150  
1-800-544-7693 or (615) 253-5741 or FAX – 532-2868  
[www.state.tn.us/commerce/boards/contractors](http://www.state.tn.us/commerce/boards/contractors)

**NO FEE FOR THESE SERVICES**

**ADDING CLASSIFICATION(S)**

In order to add a classification to your contractor's license, please complete the attached application. List experience, equipment and attach a copy of the applicable exam score. Revision requests must be received by the last day of the month, prior to the Board meeting. The Board meets in January, March, May, July, September, and November. For example, a request received on June 30<sup>th</sup> would be reviewed at the July Board meeting.

In order for a request to be granted prior to the meeting, the "owner" of the project (person taking bids) may submit a hardship request in writing for the contractor, stating the hardship, bid date, details of the project and why they need this contractor to bid. The contractor's paperwork must be complete. Hardship requests require a special meeting and cannot be held unless it would cause an undue hardship on the owner and be in the best interest of the public safety and welfare.

The "Business and Law" exam is not required, unless classified as a restricted licensee (BC-A/r).

**NOTE: T.C.A. 62-6-120, prohibits a contractor from offering to engage prior to their license classification revised. Revisions are approved by the Board at regular scheduled meetings. The staff cannot approve these requests. Make sure you have your approval in writing before bidding!!!**

**TRADE EXAMINATIONS REQUIRED FOR THE FOLLOWING CLASSIFICATIONS:**

RESIDENTIAL BUILDING (BC-A)	MECHANICAL (CMC);* PROC.PIP.(CMC-B)
COMMERCIAL BUILDING (BC-B)	PLUMBING (CMC-A)
INDUSTRIAL BUILDING (BC-C)	*SPRINKLERS/FIRE PROTECTION (CMC-D)
RESID./SMALL COM. (BC-A&b{sm})	HVAC/REFRIGERATION (CMC-C)
RESIDENTIAL/COMMERCIAL/and	ELECTRICAL (CE)
INDUSTRIAL COMBINED (BC)	SEWER PLANTS (BC-B OR BC-C)

**See attached for complete listing of classifications!**

\*Mechanical - Process Piping (CMC-B) may require full mechanical exam (based on experience and certifications); please attach a detailed request for the type of work you plan to perform.

Please review the "Candidate Information Bulletin" for an outline, reference materials and registration information or you may contact PSI, Inc. at 800-733-9267 or [www.psiexams.com](http://www.psiexams.com). They cannot recommend which exam to take.

**INSTRUCTIONS**

- Complete the attached revision form and mail to the Board address above
- Do NOT submit Revision request with renewal
- If additional information is needed, you will be contacted
- Revisions are approved at the Board's regular meetings; no personal interview is required and upon Board approval, a revised license with the added classification will be mailed or you may check on the website at: <http://verify.tn.gov/> to check the updated status
- If the Board denies the revision, a letter will be mailed within two (2) weeks after the Board meeting

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Continued-

Rev.12/2006

The following is an outline of classifications with "Trade" test requirements:

**BC - BUILDING CONSTRUCTION - (Test Required)**

**A. Residential (BC-A) - (Test Required)**

“Residential building contractors” are those whose services are limited to construction, remodeling, repair, or improvement of one, two, three, or four family unit residences not exceeding three stories in height and accessory use structures in connection therewith.

**B. Commercial (BC-B) - (Test Required)**

A commercial building contractor is authorized to bid on and contract for the construction, erection, alteration, repair or demolition of any building or structure for use and occupancy by the general public, including residential construction with more than four (4) units or greater than three (3) stories in height.

**b. Small Commercial (BC-b) - (Test Required)**

A small commercial building contractor is authorized to bid on and contract for the construction, erection, alteration, repair or demolition of any building or structure for use and occupancy by the general public where the total cost of which does not exceed seven hundred fifty thousand dollars (\$750,000.00).

**C. Industrial (BC-C) - (Test Required)**

A contractor under this classification is authorized to bid on and contract for the erection, alteration, repair and demolition of buildings or structures used for industrial production and service, such as manufacturing plants.

**BC BUILDING SUBCATEGORIES – (No Test - for five (5) or less of the following subcategories; classifications are approved based upon experience and equipment)**

1. Acoustical Treatments
2. Carpentry, Framing and Millwork, etc.
3. Drywall
4. Floor Covering
5. Foundations
6. Glass, Window and Door Construction
7. Institutional and Recreational Equipment
8. Lathe, Plaster and Stucco
9. Masonry
10. Ornamental and Miscellaneous Metal
11. Painting, Interior Decorating
12. Roof Decks
13. Site and Subdivision Development
14. Special Coatings and Waterproofing
15. Tile, Terrazzo and Marble
16. Insulation
17. Elevators, Escalators, and Dumbwaiters
18. Erection and Fabrication of Structural Steel
19. Concrete
20. Sheet Metal
21. Roofing
22. Conveyors
23. Sandblasting
24. Golf Courses
25. Tennis Courts
26. Swimming Pools
27. Outdoor Advertising
28. Excavation
29. Landscaping
30. Fencing
31. Demolition
32. Millwright
33. Irrigation

*Example: A contractor with a full BC classification is considered licensed to bid and perform “residential, commercial and industrial building, as well as, any of the 33 listed building subcategories. A contractor with a*

**BC-A** would be licensed for “residential” building, as well as any of the 33 subcategories. A contractor with a **BC-31 classification** would be licensed for “demolition”, only.

**HC - HEAVY CONSTRUCTION** (No Test - for HC or any of the HC subcategories)

- A. Marine (**HC-A**)  
(Wharves, Docks, Harbor Improvements and Terminals)
- B. Tunnel and Shaft (**HC-B**)
- C. Energy and Power Plants (**HC-C**)
- D. Dams, Dikes, Levees and Canals (**HC-D**)
- E. Mining Surface and Underground (**HC-E**)
- F. Oil Field Construction (**HC-F**)
- G. Oil Refineries (**HC-G**)

**Heavy Construction Categories** (Apply to All Areas)

1. Structural Steel Erection
2. Tower and Stack Construction
3. Foundation Construction, Pile Driving, Foundation Drilling, and Stabilization
4. Demolition and Movement of Structures
5. Clearing, Grubbing, Snagging and Rip Rap
6. Slipform Concrete Structures
7. Rigging and Crane Rigging
8. Welding

*Example:* A contractor with a full **HC** classification may perform all heavy construction; a contractor with a **HC-A** may perform “marine” work; **HC-A-1**, may perform “marine” and “structural steel erection”.

**HRA - HIGHWAY, RAILROAD AND AIRPORT CONSTRUCTION** (No Test – for HRA or HRA subcategories)

- A. Grading and Drainage (**HRA-A**)  
Includes grading, drainage pipe and structures, clearing and grubbing.
- B. Base and Paving (**HRA-B**)
  1. Base Construction
  2. Hot and Cold Mix Asphalt
  3. Surface Treatment Asphalt
  4. Concrete Paving
- C. Bridges and Culverts (**HRA-C**)
  1. Painting
  2. Repair
  3. Demolition
  4. Bridge Deck Overlay (Sealant)
  5. Gunite
  6. Cofferdam
  7. Steel Erection
- D. Railroad Construction and Related Items (**HRA-D**)
- E. Miscellaneous and Specialty Items (**HRA-E**)
  1. Traffic Safety
    - (a) Pavement Markers
    - (b) Signing
    - (c) Guardrail and Fencing
    - (d) Attenuators, signalization and roadway lighting
  2. Landscaping  
Includes seeding, sodding, planting, and chemical weed and brush control.

**Continued-**

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3. Pavement Rehabilitation  
Includes pressure grouting, grinding and grooving, concrete joints, and underdrains.

4. Well Drilling
5. Miscellaneous Concrete  
Includes sidewalks, driveways, curb and gutter, and box culverts.

**MU – MUNICIPAL AND UTILITY CONSTRUCTION** – (No Test – for MU subcategories, except for a full MU or MU-B classification)

Municipal and Utility Construction includes all supervision, labor, material and equipment to complete underground piping, water and sewer plants and sewer disposal, grading and drainage, and paving (unless restricted to specific areas named).

**A. Underground Piping (MU-A)**

Furnish supervision, labor, material and equipment to complete all underground piping for municipal and utility construction (unless restricted to specific areas names).

1. Gas Distribution and Transmission Lines
2. Sewer Lines, Storm Drains, Rehabilitation and Structures
3. Waterlines
4. Underground Conduit

**B. Water and Sewer Systems\* (MU-B)**

\* requires a BC-B or commercial or industrial trade exam to construct water and sewer plants.

**C. Grading and Drainage (MU-C)**

Includes grading, drainage pipe and structures, clearing and grubbing.

**D. Base and Paving (MU-D)**

1. Base Construction
2. Hot and Cold Mix Asphalt
3. Surface Treatment Asphalt
4. Concrete Pavement
5. Miscellaneous Concrete (includes sidewalks, driveways, curb and gutter, and box culverts)

*Example:* A contractor with a full **MU** classification may perform all the above under municipal utility construction; a contractor with a **MU-A, 3** is licensed to perform underground piping for “waterlines”.

**CMC - MECHANICAL CONTRACTING** (formerly MC; “C” in front of “M” means tested prior to 1992 – statewide certification law went into effect) – (Test Required for full CMC)

**A. Plumbing and Gas Piping (CMC-A) - (Test Required)**

**B. Process Piping (CMC-B) – (No Test)**

**C. HVAC, Refrigeration and Gas Piping (CMC-C) - (Test Required)**

**1. Solar HVAC (geothermal) – (Test Required – CMC-C)**

**D. Sprinklers & Fire Protection (must register with Fire Prevention) - (CMC-D) - (Test Required)**

**E. Insulation of Mechanical Work (CMC-E) – (No Test)**

**F. Pollution Control (CMC-F) – (No Test)**

**G. Pneumatic Tube Systems (CMC-G) – (No Test)**

**H. Temperature Controls (Pneumatic) (MC-H) - (No Test)**

**I. Boiler Construction & Re–airs (CMC-I) - (No Test)**

**J. Fuel Gas Piping and Systems (CMC-J) - (No Test)**

*Example:* A contractor with a full mechanical, **CMC** classification is licensed to perform all mechanical subcategories. A contractor with a **CMC-A** may perform “plumbing” and considered statewide certified (do not have to re-test with each county). A contractor with **CMC-E** may perform “insulation” on mechanical work, only. A contractor with **CMC-C** may perform “HVAC”.

**Continued-**

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**CE – Electrical Contracting** (formerly E; the “C” in front of “E” means tested after May, 1992)  
(Test Required for full CE)

- A. Electrical Transmission Lines **(CE-A) – (Test Required – High Voltage)**
- B. Electrical Work for Buildings and Structures – **(Test Required – full CE)**
- C. Underground Electrical Conduit Installation **(CE-C) – (No Test for Low Voltage – 70 volts)**
- D. Sound and Intercom Systems, Fire Detection Systems, Signal and Burglar Alarm Systems and Security **(CE-D) – (No Test Required for Low Voltage/up to 70 volts)**
- E. Electrical Signs **(CE-E) – (Test Required if more than 70 volts)**
- F. Telephone Lines and Ducts **(CE-F) – (No Test Required; Low Voltage)**
- G. Cable T.V. **(CE-G) – (No Test)**
- H. Substations **(CE-H) – (Test Required for High Voltage)**
- I. Electrical Temperature Controls **(CE-I) – (No Test)**
- J. Fire Detection Systems, Signal and Burglar Alarm Systems and Security Systems with conduit and wiring above (70) volts require an electrical exam. **(CE-J) – (Test Required – CE)**
- K. Roadway Lighting, Attenuators and Signalization – requires electrical examination. **(CE-K) – (Test Required – CE)**

*Example: A contractor with a CE is considered licensed as a full electrical contractor. A contractor with a CE-D means the contractor may perform low voltage wiring, only.*

**S- Specialty/Environmental – (No Test; based upon experience, training and certifications)**

- A. Asbestos Material Handling/Removing **(S-A or S-Asbestos)**
- B. Underground Storage Tank **(S-B or S-UST)**
- C. Lead-Based Paint Abatement **(S-C or S- Lead)**
- D. Hazardous Waste Removal **(S-D or S-Hazardous)**
- E. Air, Water or Soil Remediation **(S-E or S-Remediation)**

**S-Specialty/Medical Gas Piping (S-Medical Gas Piping) – (No Test Required)**

Installation, maintenance and repair work falling within the regulation of medical gas piping pursuant to Tennessee Code Annotated, Section 68-11-253.

A. Medical Gas Piping Installer Certification Requirements.

1. The minimum qualifications for board certification are the qualifications for certification established by the American Medical Gas Institute (AMGI) or the Piping Industry Progress and Education Trust Fund (PIPE). A minimum of thirty-two (32) hours of training, with eight (8) of brazing.

**S – Specialty (Specified) – (No Test for “S” specialty classifications)**

The Board reserves the right to depart from the classification system in appropriate individual cases and the following are examples.

**S-Telecommunication / Cell Towers**

**S-Equipment Installation**

**S-Mold Remediation**

**S-Telecommunications**

- Lead abatement contractors performing target housing must hold certification with the Department of Environment and Conservation and may be contacted at 1-888-871-5323 or at their web site, <http://www.state.tn.us/environment/swm/leadpaint>
- Well drillers may need to register with the Department of Environment and Conservation
- Alarm contractors need to register with the Alarm Contractor’s Board (615) 741-9771
- Fire Sprinkler contractors need to be certified with the Fire Marshal’s office at (615) 741-7191.

See Rule 0680-1-.16 of the Contractors License Law & Rules and Regulations for further outline of classifications at: <http://www.state.tn.us/sos/rules/0680/0680.htm>

DEPARTMENT OF COMMERCE AND INSURANCE  
**BOARD FOR LICENSING CONTRACTORS**  
500 JAMES ROBERTSON PKWY., SUITE 110 NASHVILLE, TENNESSEE 37243-1150(615) 253-5741 or  
(800) 544-7693 or FAX - (615) 532-2868

**POWER OF ATTORNEY**

Know all that I, \_\_\_\_\_, as \_\_\_\_\_,  
(Officer's/Owner's Name) (Title)

owner/stockholder of \_\_\_\_\_ hereby appoint:  
(License Name)

\_\_\_\_\_  
(Qualifying Agent) (Title) (Date of Employment)

1. Above named is at least 18 years of age and a full time employee, is authorized to act as the qualifying agent (QA) on the company's behalf and taken any examinations(s) required for a Tennessee contractors license in order to add classification. Further, the QA

\_\_\_\_ **\*HAS** or \_\_\_\_ **HAS NOT** not been convicted of a felony or violated the licensing law, with outstanding complaints or judgments.

2. This designated qualifying agent \_\_\_\_ **\*IS** or \_\_\_\_ **IS NOT** listed as the QA for another license (attach explanation if prior or currently listed on another license in Tennessee). I understand should the qualifying agent leave the company, pursuant T.C.A. §62-6-115, the Board must be notified within 10 days and another individual must be designated to pass the examinations within 90 days, or the license classification is invalid.

\_\_\_\_\_  
(Owner/Officer's Signature) (Qualifying Agent Signature)

Affirmed, witnessed and subscribed before me this \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
Notary Public (Seal)- My Commission Expires: \_\_\_\_\_

**\*If you checked "IS" listed on another contractor's license, what is the license ID#**\_\_\_\_\_.

**NOTE: A Qualifying agent cannot be listed on more than one license unless they are an owner or their license is inactive or retired. Please submit an explanation.**

*(To be completed by entities appointing full time employees as qualifying agents, who are not majority owners)*