

Bid / Date Needed:



STATE OF TENNESSEE
DEPARTMENT OF COMMERCE AND INSURANCE
BOARD FOR LICENSING CONTRACTORS

500 JAMES ROBERTSON PARKWAY

NASHVILLE, TENNESSEE 37243-1150

TELEPHONE: New License: (615) 532-3983 or Revisions: (615) 532-3994 / FAX: (615) 532-2868

http://www.tn.gov/regboards/contractors/ Email: Contractor.App@tn.gov

Hardship License – Request for Early Review

In order for a contractor to be reviewed prior to the next scheduled Board meeting, to obtain a new or revised license, they must meet the criteria as an undue hardship on the owner of the project (not the contractor) or be in the best interest of the public safety and welfare.

Contractors must complete the application process, in its entirety, to be considered. They must also provide a written request describing the hardship, from the owner (not the contractor). The hardship letter must include: details of the hardship; reason the application process must be rushed; the need to use this particular contractor and not a contractor who already has a license; describe the project and location; and also when needed (bid date). See page two (2) for important instructions!

Pursuant, T.C.A. § 62-6-109, Public Chapter 191, any applicant meeting the hardship criteria and approved, their license information must be posted on the Board's website and ratified at the Board's next scheduled meeting. The contractor will be issued a letter confirming approval and this may be used to act as a contractor until they receive the license certificate from the mail, which is not until after the Board meets. License certificates are issued and mailed after the full Board votes for approval and the license information will be available on the website after the Board meeting at: http://verify.tn.gov/

HARDSHIP LICENSE REQUEST

Name of Contractor: _____

Address: _____

Telephone: (____) ____ - ____; Fax: (____) ____ - ____; Email: _____

ATTACH - HARDSHIP LETTER FROM OWNER: Attached Not Attached (Cannot be processed)

* Owner of Project: _____

Project Name and Location: _____

Classification Needed: _____ Monetary Limit Needed: \$ _____ Bid Date: _____

*N/A to military spouse applicants pursuant T.C.A. § 4-3-1304.

SIGNATURE

As contractor requesting an early review, "I [] *HAVE or [] HAVE NOT bid, offered to engage or performed any work without the appropriate license, which would be in violation of T.C.A. 62-6-120, and would prevent participating or rebidding on project".

Contractor's Signature

Print Name

Date

*If you checked "HAVE", you will not qualify for a hardship. Please attach a detailed explanation and you will be scheduled for an interview at the Board's next meeting. Violation of this law may prevent a license from being granted or held for six (6) months and subject to civil penalties, T.C.A. § 62-6-120. See also "Hardship Denied" reasons on page 2.

Please attach a signed "hardship" letter from the owner of the project (*not the contractor*) on their letterhead with their address and telephone information. Letter must include details of the project, bid date, name or type of project, location and describe the hardship (reason to expedite license, such as: *specialized work is related to contractor's experience; or the need for additional licensed contractors to obtain competitive bids; or; used before or has been recommended; etc.*) *Military spouse may provide military orders with transfer information.*

ATTACH - COMPLETED APPLICATION (*Please send to the Board according to the instructions on page 2*)

★ Delivery Instructions for Submitting a Hardship Request ★

The following is information to assist with expediting the hardship request:

- Scan and email the documents to the staff listed below and return the originals by mail with fee. Include "Hardship Request" as the email or fax subject.
- When sending by mail (*regular, express, USPS, UPS, FedEx, etc.*) mail to:

Board for Licensing Contractors
500 James Robertson Parkway
Nashville, TN 37243-1150

(Please note, due to the departmental mail room procedures, state mail may take up to 5 to 7 business days for delivery to our office; overnight mail may takes up to two (2) days. If needing immediately, must send a copy by email or fax and then send the original with any applicable fee.)

- If hand-delivering revisions to our office, our physical location is at: 4th Floor, Davy Crockett Tower, 500 James Robertson Parkway, Nashville, TN 37243-1150. Fees CANNOT be accepted in our office, but you may deliver to the *Cashier's office located on the 11th Floor. At this time, the Cashier's Office cannot accept credit or debit cards.*
- If sending the application electronically or by fax, you will need to mail the original application and include any applicable fee (*check or money order; no cash*), to the mailing address above, and by making a notation on the application that this had been sent earlier as a hardship. Email or fax information with "Hardship" as subject::

Email	Staff Member	Telephone #
Revision Requests:	Kimmothy.L.Jackson@tn.gov	(615) 532-3994
New License:	Katherine.Holliman@tn.gov	(615) 532-3983
Board Office:	Contractor.App@tn.gov	(615) 741-8307
Fax:		(615) 532-2868

If you do not receive an acknowledgment from the staff member above, they may be out of the office and you should contact the Board office to follow-up or see the staff directory on our website for other staff's contact information, to ensure it has been received. Confirmations are sent within 2 business days. For more information relative to the contractor's license application process or obtaining a revision, please refer to our website at: <http://www.tn.gov/regboards/contractors/>

HARDSHIP CRITERIA: The law requires all contractor licenses to be approved by the full Board and due to the Board meeting only six (6) times annually, the hardship is a means to expedite the review process on an emergency basis. The "Hardship" process simply allows a license to be approved prior to the next board meeting (*see "Public Meetings Calendar" for dates*), and it only applies for cases where it would be a **hardship to the owner of the project** (*not the contractor*), if the contractor was not approved (with the exception of the military spouses). None of the application requirements may be waived. The license or revision application must be complete!

HARDSHIP DENIED: A hardship request **cannot** be considered for the following: Incomplete Application (*including exams, financial statements, proof of insurance, etc.*); Lack of Hardship or Letter from Owner; Complaints (open or closed); Court Judgments; Felony Convictions; or License Law/Rule Violations. These applicants are required to interview with the Board and must be scheduled for the next regularly scheduled Board meeting. See also TCA § 62-6-118 - 120 (*contracting without first being properly licensed by the Board*) in which the license may be denied or held.