

400 W. CONGRESS, STE. 212
TUCSON, AZ 85701-1311
(520) 628-6345



VISIT OUR WEBSITE AT:
<http://www.azroc.gov/>

3838 N. CENTRAL AVE., STE. 400
PHOENIX, AZ 85012-1946
(602) 542-1525
TDD: (602) 542-1588

FIELD OFFICES

Flagstaff	928-637-0480
Kingman	928-753-4220
Lake Havasu City	928-855-2144
Prescott	928-445-5710
Show Low	928-537-8842
Yuma	928-344-6990

AZ TOLL-FREE: 1-877-MY AZROC (1-877-692-9762)

APPLICATION INSTRUCTIONS

Check the following as you complete your application. **Incomplete applications may result in your application being rejected.**

- 1. All testing requirements must be completed before submitting your application. Refer to the "**LICENSE CLASSIFICATION REQUIREMENTS**" form to determine the experience and testing requirements. Refer to "**CANDIDATE INFORMATION BULLETIN**" for registration and scheduling examination(s). Your original examination score report must be submitted with the license application. Copies will not be accepted. ANY ALTERATION OF THE EXAMINATION SCORE REPORT VOIDS ALL TEST RESULTS.
- 2. The last page of the application must be signed, by the required persons.
- 3. The **QUALIFYING PARTY** must complete the Experience Record Forms.
- 4. **All License fees and Recovery Fund fees (if applicable) must be included with the application.** (See the schedule on the reverse side for amounts.)
- 5. A license bond must be provided with the license application. The **amount of the bond** required depends upon the classification of license and your anticipated gross volume of business. Any of the following forms may be acceptable:
 - a. **Surety Bond** - form and instructions are enclosed.
 - b. ***Cash Bond** - must be a cashier's check, money order or certified check payable to the Registrar of Contractors. **Cash bonds** do not earn interest. (Do not combine the license fees and the cash bond. Submit separate checks for each.)
 - c. ***Certificate of Deposit** - request forms and instructions from us. Interest earned by a **certificate of deposit** is paid directly to the contractor by the issuer.

*A cash bond or certificate of deposit cannot be withdrawn for **two years** if replaced by another form of bond or after cancellation of the license.

- 6. In addition to a license bond, if the license classification includes residential work, you must do one of the following:
 - a. Participate in the **CONTRACTOR'S RECOVERY FUND** by paying the appropriate fee

OR

 - b. Post a consumer bond for \$200,000.00. Forms and instructions are available upon request.

OVER

Visit our website: www.azroc.gov

7. Your Arizona Transaction Privilege Tax Number must be included with the license application. (See enclosed information for obtaining a number.)
8. **FEE AND BOND:** The fees listed are for 2 years pursuant to A.R.S. 32-1126, 32-1132(B) and 32-1134.01.

COMMERCIAL CLASSIFICATIONS	LICENSE APPLICATION FEE	LICENSE BOND AMOUNTS	CONSUMER PROTECTION	
			RECOVERY FUND FEE	CONSUMER BOND AMOUNT
Each A- & B- Classification	\$890.00	\$5,000.00 to \$90,000.00	NONE	NONE
Each L-Specialty Classification	\$645.00	\$2,500.00 to \$45,000.00	NONE	NONE
RESIDENTIAL CLASSIFICATIONS	Note: A Residential license fee is the total of the application fee and the consumer protection option			
Each B, B-3, B-4, B-4R, B-5, B-6, B-10 and B-5R Classification	\$445.00	\$5,000.00 to \$15,000.00	\$450.00	or \$200,000.00
Each C, and C'R Classification	\$320.00	\$1,000.00 to \$7,500.00	\$450.00	or \$200,000.00
DUAL CLASSIFICATIONS	Note: A Dual license fee is the total of the application fee and the consumer protection option			
Each KA, KB, KE & KO Classification	\$1,105.00	\$10,000.00 to \$105,000.00	\$450.00	or \$200,000.00
Each K-Specialty Classification	\$815.00	\$3,500.00 to \$52,500.00	\$450.00	or \$200,000.00
If you now hold multiple licenses and are applying for the equivalent dual license(s), refer to our statutes and rules booklet for fee information or call us at the number listed below.				

NOTE: PRIOR to submitting your application, you may reserve the name you have chosen for your company. To do this, submit a written request, which **must include your address of record and the license classification of the company** for which the name is being reserved. If the name is available, a reservation will be confirmed to you in writing and held for a maximum of 90 days from the date the request is approved. There is no charge for this service. Do not have any company documents prepared using a name until you have applied for a license and received confirmation that the application has been approved.

For further information, contact the License Department at (602) 542-1525.

Visit our website: www.azroc.gov



ARIZONA REGISTRAR of CONTRACTORS

Janice K. Brewer, Governor

William A. Mundell, Director

Per A.R.S. 41-1080 effective October 1, 2008 all sole owner license applicants shall provide proof that their presence in the United States is authorized under Federal law by presenting one of the following:

- 1. An Arizona Driver License issued after 1996 or an Arizona Nonoperating Identification License.
- 2. A Driver License issued by a state that verifies lawful presence in the United States.
- 3. A birth certificate or delayed birth certificate issued in any state, territory or possession of the United States.
- 4. A United States certificate of birth abroad.
- 5. A United States passport.
- 6. A foreign passport with a United States Visa.
- 7. An I-94 Form with a photograph.
- 8. A United States citizenship and immigration services employment authorization document or refugee travel document.
- 9. A United States certificate of naturalization.
- 10. A United States certificate of citizenship.
- 11. A Tribal certificate of Indian blood.
- 12. A Tribal or Bureau of Indian Affairs affidavit of Birth.

This does not apply to an individual if all of the following applies:

- 1. The individual is a citizen of a foreign country or, if at the time of application, the individual resides in a foreign country.
- 2. The benefits that are related to the license do not require the individual to be present in the United States in order to receive those benefits.

PHOENIX OFFICE
3838 N. CENTRAL AVE., STE. 400
PHOENIX, AZ 85012-1946
(602) 542-1525 or AZ TOLL-FREE
1-877-MY AZROC (1-877-692-9762)



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William A. Mundell, Director

October 29, 2008

Booklets – Statutes, Rules, Workmanship Standards

The Arizona Registrar of Contractors *Statutes, Rules, and Workmanship Standards* Booklets can be obtained from our website at <http://www.azroc.gov/downloads/contractor.html#rules>.

Printed copies of the information may be obtained upon request through the Registrar's office. A small fee may be applied for this printed material.

If you do not have access to the Internet, or if you have a requirement for a printed copy of these documents, you may contact our Call Center at 1-877-MY AZROC (1-877-692-9762).

Thank You

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VISIT OUR WEB SITE AT: www.azroc.gov
Workmanship Standards information is available on our website

**IF YOU NEED ASSISTANCE IN FILLING OUT THE APPLICATION OR IF AT ANY TIME
THROUGHOUT THE APPLICATION PROCESS YOUR LICENSE REVIEWER IS
UNAVAILABLE AND YOU NEED ASSISTANCE YOU MAY CONTACT:**

**602-542-1525 OR
TOLL FREE WITHIN AZ
1-877-MY AZROC (1-877-692-9762)**

SPANISH SPEAKING REVIEWERS ARE ALSO AVAILABLE

**TAMBIÉN ESTÁN DISPONIBLES PERSONAS QUE HABLAN ESPAÑOL, PARA
REVISAR SU APLICACIÓN**

Be sure you have included:

- | | |
|--|---|
| <input type="checkbox"/> Completed Application | <input type="checkbox"/> Arizona Transaction Privilege Tax Number |
| <input type="checkbox"/> Original Tests Score(s) | <input type="checkbox"/> Completed Experience Forms |
| <input type="checkbox"/> License Fees | <input type="checkbox"/> Financial Statement (for commercial & dual License only) |
| <input type="checkbox"/> Bond with proper signatures | <input type="checkbox"/> Approved Corporate Articles or LLC agreement |
| <input type="checkbox"/> All Checks payable to: Registrar of Contractors | <input type="checkbox"/> Proof of Workers' Compensation Insurance |
| <input type="checkbox"/> Recovery Fund Fee (if applying for residential or dual License) | |

RC-L-254
1-09

***** IMPORTANT MESSAGE *****

Revisions to A.R.S § 25-320 require professional and occupational licensing boards and agencies to record social security numbers on applications and renewals for sole proprietors. (Partnerships and corporations are not affected)

Social security numbers are confidential; however, state licensing boards and agencies must provide those numbers to the Department of Economic Security upon request.

Name

Social Security Number

Company name

Pending license #

This form must be submitted with your sole proprietor license application.

RC-L-223
1-09

***** IMPORTANT MESSAGE *****

In order to obtain a contractors license you must obtain and provide a tax number along with your application.

The Arizona Transaction Privilege Tax Number is obtained at:

Phoenix	ARIZONA DEPARTMENT OF REVENUE 1600 W. Monroe Phoenix, Arizona 85007	Phone: 602-542-4576
Tucson	ARIZONA DEPARTMENT OF REVENUE 400 W. Congress, South Building Tucson, Arizona 85701	Phone: 520-628-6600 800-843-7196 800-352-4090

The applicant acknowledges that the Arizona Department of Revenue is authorized to release confidential information as defined in A.R.S. §42-2001 concerning any Arizona taxes which have been paid or may be due by and from the applicant or licensee during the life of this license, including but not limited to transaction privilege and use taxes, to the Arizona Registrar of Contractors for use in granting, denying or disciplining the license as a result of failure to comply with Arizona tax laws. The confidentiality provisions in A.R.S. §42-2003 are waived for the aforementioned purposes.

SMALL BUSINESS ADVOCATE

Do you need help with your contractor's license application? The Registrar of Contractors provides instructional classes to assist the small businessperson in filling out the license application. We will show you what information is required, what documentation must be obtained from other sources and where to contact some of those sources. Last, we will show you how to put all this information together in your application package. Class sizes are limited and attendees must register in advance.

If you wish to register for one of these classes please contact us at:

**Arizona Registrar of Contractors
Attention: Small Business Advocate
3838 N. Central Ave., Ste. 400
Phoenix, AZ 85012-1946
602-542-1525**

Toll Free within Arizona: 1-877-MY AZROC (1-877-692-9762)

**Or by E-mail:
rocsba@azroc.gov**

For more information, visit the Small Business Advocate page at: www.azroc.gov/l_sba.html

We must receive your request at least one week in advance. We will notify you of the time, date and location of where the class will be held.

INSTRUCTIONS TO BONDING COMPANY FOR EXECUTION OF LICENSE BONDS

THE CONTRACTOR MUST SUBMIT THE ORIGINAL BOND TO THE REGISTRAR OF CONTRACTORS. ONLY THE ORIGINAL BOND DOCUMENT WILL BE ACCEPTED. FAXED BONDS ARE NOT ACCEPTABLE.

The bond must be filled in completely and correctly as indicated in the steps listed below:

1. Surety bond number. 'BINDER' in lieu of a bond number is not acceptable.
2. COMPANY NAME LINE: Company or Business name must be exactly as it appears on the license application.
Sole Proprietorship Bond: Individual's name followed by DBA, (Doing Business As) company name.
Partnership Bond: All partners' names followed by DBA company name.
Corporate or Limited Liability Company Bond: Corporate/Limited Liability Company name must read exactly as registered with Arizona Corporation Commission and if a DBA is used, Corporate/Limited Liability Company name followed by DBA company name.
3. Type in the name of the surety company.
4. The amount of bond required depends upon the classification of license (see reverse side for instructions).
5. Insert full Classification number and title, for example: "C-11 ELECTRICAL"
6. Original signatures on bond must be properly completed: (Reproduced signatures are **not** acceptable)

Sole Proprietor, Partner, Corporate Officer or Member of Limited Liability Company must sign and add title.

Attorney-in-Fact must sign. This signature must be notarized.

Subsequent bond riders or reinstatement notices must be the original copy bearing original signature(s).

NOTE: On all new applications for any classification of license the applicant shall estimate the anticipated gross volume of work within the State of Arizona for the remainder of the present fiscal year and shall be governed by the bond requirements hereinabove set forth as they apply to the particular classification of license. The filing of a bond or deposit in a specified amount shall be deemed to be the equivalent of submitting a volume estimate within the dollar limitations applicable for such bond amount.

NOTE: Any existing license under Suspension for lack of bond will not be renewed, nor will a new license application be accepted unless the original, signed bond, approvable by the R.O.C., is submitted with the application.

SEE BOND SCHEDULES ON REVERSE SIDE.

RESIDENTIAL CLASSIFICATION	CONTEMPLATED GROSS VOLUME WITHIN ARIZONA	(PER EACH LICENSE)
Class B, B-3, B-4, B-4R, B-5, B-5R, B-6 and B-10	\$150,000 or less	\$ 5,000
	In excess of \$150,000 but not more than \$750,000	9,000
	More than \$750,000	15,000
Class C, C-R and specialty dual residential	\$100,000 or less	1,000
	In excess of \$100,000 but not more than \$375,000	4,250
	More than \$375,000	7,500

COMMERCIAL CLASSIFICATION	CONTEMPLATED GROSS VOLUME WITHIN ARIZONA	(PER EACH LICENSE)
Class A and B general commercial building contractors and sub classification of general commercial contractors.	\$150,000 or less	\$ 5,000
	In excess of \$150,000 but not more than \$500,000	10,000
	In excess of \$500,000 but not more than \$1,000,000	15,000
	In excess of \$1,000,000 but not more than \$5,000,000	40,000
	In excess of \$5,000,000 but not more than \$10,000,000	65,000
	More than \$10,000,000	90,000
Class L and specialty dual commercial	\$150,000 or less	\$ 2,500
	In excess of \$150,000 but not more than \$500,000	5,000
	In excess of \$500,000 but not more than \$1,000,000	10,000
	In excess of \$1,000,000 but not more than \$5,000,000	20,000
	In excess of \$5,000,000 but not more than \$10,000,000	32,500
	More than \$10,000,000	45,000

Dual license bond amounts are the combined amount required for residential and commercial classifications.

LICENSE BOND

THIS BOND MUST BE ON FILE WITH THE ARIZONA REGISTRAR OF CONTRACTORS

STATE OF ARIZONA
REGISTRAR OF CONTRACTORS

BOND NO: _____

That _____

as the principal, and _____

(Surety)

a corporation, duly authorized and licensed to transact surety business in the State of Arizona, are held and firmly bound unto the State of Arizona for the benefit of those persons described in A.R.S. §32-1152, as amended, in the penal sum set forth for the classification of license described:

LICENSE CLASSIFICATION	PENAL SUM
_____	_____
_____	_____
_____	_____

The Principal has applied to the Registrar of Contractors of the State of Arizona for a license to conduct the business of contracting under the above-described classifications and submits this bond to comply with the provisions of A.R.S. §32-1152, as amended, which are incorporated herein as though fully set forth.

Liability under this bond is limited to the penal sum for each classification of work performed by the principal. Liability under each classification shall be determined strictly in accordance with the provisions of A.R.S. §32-1152, as amended, which are incorporated herein as though fully set forth.

Upon making payment to a claimant against the bond, the Surety shall immediately give written notice to the Principal and the Registrar of Contractors of the date and amount of payment.

The amount of this bond is based on the representation of the Principal of the anticipated annual gross volume of work pursuant to Rule R4-9-112.

This bond becomes effective on _____ day of _____, 20 _____ .

SIGNED, SEALED AND DATED _____ day of _____, 20 _____ .

Signature of Contractor (Principal)

By: _____
Signature Attorney-In-Fact (Must be Notarized)

Title of Signer

By: _____
Print or Type Name of Attorney-In-Fact

Print or Type Name of Contractor (Principal)

Subscribed and sworn to before me this _____
day of _____, 20 _____ .

Notary Public

My Commission Expires: _____

State of: _____

County of: _____

THE ORIGINAL BOND MUST BE SIGNED BY THE PRINCIPAL, ATTORNEY-IN-FACT AND THE NOTARY PUBLIC AND BE FILED WITH THE REGISTRAR OF CONTRACTORS AT:
3838 N. CENTRAL AVE., SUITE 400
PHOENIX, AZ, 85012-1946
TO COMPLY WITH A.R.S. § 32-1152

CONTRACTOR'S FINANCIAL STATEMENT

FILL IN ALL SPACES

SUBMITTED BY: _____ An Individual
 A Partnership
 ADDRESS: _____ A Corporation
 A Limited Liability Company

Condition at close of business _____ 20 _____

ASSETS	DOLLARS
1. Cash: (a) On hand \$ _____ (b) Elsewhere \$ _____	
2. Notes receivable (a) Due within 90 days _____	
(b) Due after 90 days _____	
(c) Past due _____	
3. Accounts receivable from completed contracts, exclusive of claims not approved for payment _____	
4. Sums earned on uncompleted contracts, as shown by Engineer's or Architect's estimate _____	
5. Accounts receivable from sources other than construction contracts _____	
6. Deposits for bids or other guarantees _____	
7. Interest accrued on loans, securities, etc. _____	
8. Real estate (a) Used for business purposes _____	
(b) Not used for business purposes _____	
9. Stocks and bonds: (a) Listed – present market value _____	
(b) Unlisted – present value _____	
10. Materials in stock not included in Item 4 (a) For uncompleted contracts (present value) _____	
(b) Other materials (present value) _____	
11. Equipment, book value _____	
12. Furniture and fixtures, book value _____	
13. Other assets _____	
Total Assets	
LIABILITIES	
1. Notes payable (a) To banks, regular _____	
(b) To banks for certified checks _____	
(c) To others for equipment obligations _____	
(d) To others exclusive of equipment obligations _____	
2. Accounts payable: (a) Not past due _____	
(b) Past due _____	
3. Real estate encumbrances _____	
4. Other liabilities _____	
5. Reserves _____	
6. Capital stock paid up: (a) Common _____	
(b) Common _____	
(c) Preferred _____	
(d) Preferred _____	
7. Surplus (net worth) Earned \$ _____ Unearned \$ _____	
Total Liabilities	

I, the undersigned, hereby verify under penalty of law that all the information contained herein is true to the best of my knowledge and belief.

Signed _____
 Sole Owner, Member, Officer or Partner must sign

