



RESIDENTIAL APPLICATION

Submit Application, Fee, and Required Documentation to:

MSBOC
P.O. Box 320279
Jackson, MS 39232-0279

**Applications not completed within 180 days will be destroyed
Fees are non-refundable**

Physical Address: 2679 Crane Ridge Dr., Ste. C Jackson, MS 39216 · 601-354-6161 · Fax 601-354-6715 ·
Toll Free (800) 880-6161 · Website www.msbo.us

INSTRUCTIONS AND OTHER IMPORTANT INFORMATION

Please read carefully before beginning the application process

- Applicants are encouraged to watch a brief instructional video at www.msdoc.us prior to beginning the application process. Doing so may save the applicant valuable time and reduce the rate of rejection. Failure to follow instructions or provide requested information will result in delay in processing and/or rejection of application.
- Pursuant to the provisions of the Military Family Freedom Act, Mississippi shall recognize occupational licenses obtained from other states for active duty military members and their families. Miss. Code Ann. §73-50-1, et seq. If you are an active duty military-trained applicant, spouse of active duty military or dependent of active duty military, please notify our office at the time of application. If applying for licensure pursuant to the Military Family Freedom Act, applicant must complete form MFFA in addition to the application form.
- Pursuant to the provisions of the Universal Recognition of Occupational Licenses Act, Mississippi shall recognize occupational licenses obtained from other states for individuals who establish residence in Mississippi after July 1, 2021. Miss. Code Ann. §73-50-2, et seq. If applying for licensure pursuant to the Universal Recognition of Occupational Licenses Act, applicant must complete form UROL in addition to the application form.
- Please type or print clearly in ink. All questions must be answered. Write “N/A” where not applicable. Additional information, including supplementary or explanatory notes may be furnished by inserting where needed.
- Be sure that all signatures are affixed and **notarized** where indicated.
- If applicant is a corporation or LLC, applicant must be registered with the Mississippi Secretary of State and provide proof of good standing. **The name on your application for licensure must match exactly with the name registered with the Mississippi Secretary of State.** To contact the Mississippi Secretary of State please call (601) 359-1350 or visit www.sos.ms.gov. Printed details showing good standing from the Mississippi Secretary of State website will suffice. An official certificate is not required.
- Applicant must furnish a Mississippi Income Tax I.D. Number or Federal Tax I.D. Number or a Social Security Number. To obtain a number you may contact the MS Department of Revenue at (601) 923-7000 or visit www.dor.ms.gov.
- Applicant must provide a certificate of general liability insurance coverage showing current coverage. The certificate of coverage should indicate MS State Board of Contractors is to be notified in the event of cancellation of coverage. The name on the certificate of coverage must match the name on the application.
- Applicant must provide a certificate of insurance showing current workers’ compensation coverage if applicant has 5 or more employees.
- Applicant must provide three (3) reference letters. One (1) reference letter must be from the bank; the other two (2) reference letters can be from anyone worked with/for on construction related projects. Three (3) letters are required even if applicant has previously passed an exam.

- Applicant must show experience in the classification(s) of work requested. Please list at least 3 jobs completed in the requested classification. (For example, if applicant is requesting the classification of Residential Remodeling, applicant would list 3 residential remodeling jobs completed.)
- Applicant must provide proof of employment of the qualifying party. (Acceptable forms of proof of employment include check stub, W2 form, or Owner/Officer listed with the Mississippi Secretary of State.) *Proof of employment not required for sole proprietorship.
- The application fee is \$50 which includes one classification. Please add \$100 for each additional classification requested. **Fees are non-refundable.**
- **EXAMINATION:** All applicants are required to take a Law and Business Management exam. In addition, applicants must take a trade exam. To be eligible to take an exam, the qualifying party information portion of the application must be completed for each person to be tested. MSBOC will furnish applicant a PSI Candidate Information Bulletin and exam registration instructions upon receipt of a completed application. All exams are administered by PSI. The PSI Candidate Information Bulletin contains all the information for registering for and scheduling an exam. It also provides a listing of exam reference materials and exam content outlines. The Board will notify PSI of your eligibility and PSI will email you a confirmation notice. Scheduling the exam will not be allowed until you receive this confirmation. Please refer to the PSI Candidate Information Bulletin for exam locations and scheduling the exam.
- **RECIPROCTIY:** If applicant has held a license in a comparable classification with one of the boards listed below, applicant may be eligible to waive the trade exam through reciprocity. **Please note that reciprocity applies to waiver of a trade exam only; it does not waive any other application requirements or review by the Board.** There is a \$50 fee for each exam waived. **Fees are non-refundable.** Some classifications of licensure may not be waived for various reasons depending on the state applicant is reciprocating from. Each state has different stipulations regarding reciprocity. Applicant must submit a Reciprocity Verification Form (See Appendix B) completed by the state board or agency that applicant is reciprocating from. *See the FAQ section on our website at www.ms boc.us for the most up to date reciprocity information, exclusions and additional information.*

MSBOC HAS RECIPROCITY AGREEMENTS WITH THE FOLLOWING:

Alabama General Contractors Board
Alabama Board of Heating and Air Conditioning Contractors
Alabama Electrical Board
Alabama Home Builders Licensure Board
Arkansas Contractor Licensing Board
Florida Construction Industries Licensing Board
Georgia Board of Residential and General Contractors
Louisiana Licensing Board for Contractors
North Carolina Electrical Contractors Board
North Carolina State Licensing Board for General Contractors
South Carolina Board for Licensing Contractors
South Carolina Residential Builders Commission
Tennessee Board for Licensing General Contractors

INFORMATION PROVIDED IN THIS APPLICATION MAY BE SUBJECT TO DISCLOSURE PURSUANT TO THE MISSISSIPPI PUBLIC RECORDS ACT. ACCESS TO AND/OR PRODUCTION OF RECORDS MAINTAINED BY THIS AGENCY IS GOVERNED BY MISS. CODE ANN. § 25-61-1, ET SEQ.

MSBOC OFFICIAL USE ONLY – RESIDENTIAL APPLICATION

FEE SUBMITTED WITH APPLICATION:

FEES ARE NON-REFUNDABLE

AMOUNT: \$ _____

☐ **CHECK #** _____ ☐ **MONEY ORDER**

DATE APPLICATION RECEIVED STAMPED HERE:

Section 1: Identifying Information

PRINT NAME OF COMPANY OR NAME OF INDIVIDUAL (IF APPLYING AS A SOLE PROPRIETOR) AS YOU WISH IT TO APPEAR ON THE CERTIFICATE OF LICENSURE. IF APPLYING AS A CORPORATION, LLC, OR LLP, YOU MUST STATE THE EXACT NAME AS REGISTERED WITH THE MISSISSIPPI SECRETARY OF STATE. ALL REQUESTED ATTACHMENTS MUST MATCH THAT NAME ALSO. **APPLICANT MUST CONDUCT BUSINESS (WRITE ESTIMATES, WRITE CONTRACTS, PULL PERMITS, ETC.) UNDER THE EXACT NAME SHOWN ON THE CERTIFICATE OF LICENSURE. CONDUCTING BUSINESS IN ANY OTHER NAME COULD SUBJECT YOU TO DISCIPLINARY ACTION.**

Name as you wish it to appear on certificate of licensure:

Mailing Address:

City:

State:

ZIP Code:

Physical Address:

City:

State:

ZIP Code:

Phone:

Fax:

Email:

Applicant must provide a valid email address. This email address will be used to receive important information and notifications from MSBOC

TAX IDENTIFICATION NUMBER(S)

*REQUIRED FOR A CORPORATION, LLC, OR LLP

FOR INFORMATION ABOUT OBTAINING A MISSISSIPPI INCOME TAX I.D. NUMBER CONTACT THE MISSISSIPPI DEPARTMENT OF REVENUE AT (601) 923-7000 WWW.DOR.MS.GOV. FOR INFORMATION ABOUT OBTAINING A FEDERAL INCOME TAX I. D. NUMBER CONTACT THE IRS AT (800) 829-4933 WWW.IRS.GOV.

MS Income Tax I.D. Number or Federal Income Tax I.D. Number if a Corporation, LLC, or LLP. If a sole proprietor, list your social security number.

MINORITY STATUS

Does applicant wish to be noted as a minority contractor? (MSBOC is not responsible for verifying minority status.)

☐ Yes ☐ No

TYPE OF BUSINESS			
<input type="checkbox"/> Individual/Sole Proprietor			
<input type="checkbox"/> Corporation		If Corporation, list name and title (president, secretary, treasurer) of officers. Corporations must be registered with the Mississippi Secretary of State and provide proof of good standing. MSBOC will only list names that match Mississippi Secretary of State records. Printed details showing good standing from the Mississippi Secretary of State website (www.sos.ms.gov) will suffice. An official certificate is <u>not</u> required.	
Name	Title	Name	Title
Name	Title	Name	Title
<input type="checkbox"/> Limited Liability Company (LLC)		If LLC, list name and title (president, secretary, treasurer) of officers or members. LLCs must be registered with the Mississippi Secretary of State and provide proof of good standing. MSBOC will only list names that match Mississippi Secretary of State records. Printed details showing good standing from the Mississippi Secretary of State website (www.sos.ms.gov) will suffice. An official certificate is <u>not</u> required.	
Name	Title	Name	Title
Name	Title	Name	Title
<input type="checkbox"/> Limited Liability Partnership (LLP)		If LLP, list name and type (limited, general) of partners. LLPs must be registered with the Mississippi Secretary of State and provide proof of good standing. MSBOC will only list names that match Mississippi Secretary of State records. Printed details showing good standing from the Mississippi Secretary of State website (www.sos.ms.gov) will suffice. An official certificate is <u>not</u> required.	
Name	Type	Name	Type
Name	Type	Name	Type
<input type="checkbox"/> Limited Partnership		List name and type (limited, general) of partners.	
Name	Type	Name	Type
Name	Type	Name	Type
<input type="checkbox"/> Other		Explain:	
SUBSIDIARY AND AFFILIATED COMPANIES			
NAME AND ADDRESS		EXPLAIN IN DETAIL THE CONNECTION WITH THIS COMPANY	

Section 2: Qualifying Party Information, Classification(s) and Exam(s)

THE QUALIFYING PARTY IS THE INDIVIDUAL WITH THE REQUISITE KNOWLEDGE, SKILLS AND EXPERIENCE TO HOLD THE LICENSE AND THE INDIVIDUAL WHO TAKES THE REQUIRED EXAM(S). AN APPLICANT MAY HAVE MULTIPLE QUALIFYING PARTIES AND/OR DIFFERENT QUALIFYING PARTIES FOR EACH EXAM TYPE. THE QUALIFYING PARTY WHO SITS FOR AN EXAM MUST BE AN OWNER, OFFICER, MEMBER OF THE EXECUTIVE STAFF, OR A RESPONSIBLE MANAGING EMPLOYEE. APPLICANT MUST PROVIDE PROOF OF EMPLOYMENT OF THE QUALIFYING PARTY. ACCEPTABLE FORMS OF PROOF OF EMPLOYMENT INCLUDE A CHECK STUB OR W-2 FORM OR OWNER/OFFICER LISTED WITH THE MISSISSIPPI SECRETARY OF STATE. PROOF OF EMPLOYMENT IS NOT REQUIRED FOR A SOLE PROPRIETORSHIP. PLEASE COMPLETE THE QUALIFYING PARTY INFORMATION BELOW FOR EACH QUALIFYING PARTY TAKING AN EXAM. **SOCIAL SECURITY NUMBER AND A VALID EMAIL MUST BE PROVIDED.**

Name of Qualifying Party:

Qualifying Party's
Social Security Number:

Qualifying Party's Email:

Job Title:

Qualifying Party's Ph #:

Date Hired:

Proof of employment attached: ☐ check stub ☐ W-2 form ☐ MS SOS listing
☐ sole proprietor, therefore not required

Classification(s) requested and Exam(s) to be taken:

- ☐ Law and Business Management Exam (Required by all applicants)
- ☐ Residential Builder (Includes new construction, remodeling and roofing)
- ☐ Residential Remodeler (Includes remodeling and roofing)
- ☐ Residential Roofer (Includes roofing only)

- ☐ Construction Manager (Residential Building Exam required)
- ☐ Residential Solar (Solar Exam required)
- ☐ Residential Mechanical (Residential HVAC and Plumbing Exam required)
- ☐ Residential Electrical (Residential Electrical exam required)
- ☐ Residential HVAC (Residential HVAC exam required)
- ☐ Residential Plumbing (Residential Plumbing exam required)

Name of Qualifying Party:

Qualifying Party's
Social Security Number:

Qualifying Party's Email:

Job Title:

Qualifying Party's Ph #:

Date Hired:

Proof of employment attached: ☐ check stub ☐ W-2 form ☐ MS SOS listing
☐ sole proprietor, therefore not required

Classification(s) requested and Exam(s) to be taken:

- ☐ Law and Business Management Exam (Required by all applicants)
- ☐ Residential Builder (Includes new construction, remodeling and roofing)
- ☐ Residential Remodeler (Includes remodeling and roofing)
- ☐ Residential Roofer (Includes roofing only)

- ☐ Construction Manager (Residential Building Exam required)
- ☐ Residential Solar (Solar Exam required)
- ☐ Residential Mechanical (Residential HVAC and Plumbing Exam required)
- ☐ Residential Electrical (Residential Electrical exam required)
- ☐ Residential HVAC (Residential HVAC exam required)
- ☐ Residential Plumbing (Residential Plumbing exam required)

Section 3: Background Information

ANSWER EACH OF THE FOLLOWING QUESTIONS. IF A QUESTION DOES NOT APPLY, ENTER "N/A". IF A SPACE PROVIDED IS NOT SUFFICIENT, ATTACH SEPARATE SHEET(S). MISREPRESENTATIONS OF INFORMATION SHALL BE DEEMED SUFFICIENT CAUSE FOR DENIAL OF APPLICATION OR REVOCATION OF LICENSE AND/OR SUBJECT TO CRIMINAL PROSECUTION FOR MAKING FALSE OFFICIAL STATEMENTS IN ACCORDANCE WITH MISSISSIPPI LAW.

Is applicant (or any officer, partner or qualifying party) currently licensed by **MSBOC**? If so, provide license number.

Has applicant (or any officer, partner or qualifying party) been connected with another license issued by **MSBOC**? If so, provide name and license number.

Has applicant (or any officer, partner or qualifying party) ever held a contractor's license in **another state**? If so, provide the name of the state that issued the license, when license was issued, and current status of license, i.e., current, expired, revoked, inactive, etc. ATTACH COPIES OF ANY AND ALL OTHER LICENSES HELD.

Has applicant (or any officer, partner or qualifying party) ever had a license application or registration denied, suspended or revoked by MSBOC or any other state, county, parish or municipality? If so, please explain.

Has applicant (or any officer, partner or qualifying party) ever been the subject of disciplinary action by this agency or any other state, county, parish or municipality? If so, please explain.

Has applicant (or any officer, partner, qualifying party, or employee) ever been arrested, charged, plead guilty or been convicted of any charges relating to bid rigging or home repair fraud? If so, please explain.

Has applicant (or any officer, partner, or qualifying party) ever failed to complete a construction contract or any work awarded? If so, please explain.

Section 4: Construction Experience

INDICATE TYPE(S) OF WORK FOR WHICH YOU ARE SEEKING A LICENSE. SELECT ALL THAT APPLY

- | | |
|---|---|
| <input type="checkbox"/> RESIDENTIAL BUILDING (Includes new construction, remodeling and roofing)
<input type="checkbox"/> RESIDENTIAL REMODELING (Includes remodeling and roofing)
<input type="checkbox"/> RESIDENTIAL ROOFING (Includes roofing only)
<input type="checkbox"/> CONSTRUCTION MANAGER (Residential Building Exam required)
<input type="checkbox"/> RESIDENTIAL SOLAR (Solar Exam required) | <input type="checkbox"/> RESIDENTIAL MECHANICAL (Includes HVAC and plumbing work)
<input type="checkbox"/> RESIDENTIAL HVAC (Includes residential HVAC work only)
<input type="checkbox"/> RESIDENTIAL PLUMBING (Includes residential plumbing only)
<input type="checkbox"/> RESIDENTIAL ELECTRICAL (Includes residential electrical work only) |
|---|---|

How many years of experience in construction work?

Number of Years	Type of Work

List projects applicant has **completed**. Applicant must list at least (3) jobs in each classification for which applicant is seeking a license:

YEAR WORK PERFORMED	PROJECT NAME/LOCATION	TYPE OF WORK	CONTRACT AMOUNT

Does applicant have any **incomplete** projects currently under contract? If so, please list:

PROJECT NAME/LOCATION	TYPE OF WORK	CONTRACT AMOUNT	PERCENT COMPLETE	NAME OF OWNER OR CONTRACTING OFFICER

State the construction experience of the principal individuals (Owner, Officer, Qualifying Party) of your organization below:

INDIVIDUAL'S NAME	PRESENT POSITION OR OFFICE IN ORGANIZATION	YEARS OF CONSTRUCTION EXPERIENCE

Section 5: Consent and Release of Information and Affidavit

The Release of Information and Affidavit below must be completed and notarized. Rule 30-9-803:1.1.2 states: Should any information contained in any application or presented at an oral interview for a license be found by the State Board of Contractors to be false, such license so issued or application being considered shall thereupon be terminated and withdrawn. No license or applicant submitting such information shall be issued a renewal of or an initial license until a period of five (5) years has expired after the date of such termination or withdrawal.

RELEASE OF INFORMATION

Name of Applicant _____, does hereby authorize any depository, vendor, or agency herein named to release information and records to verify the statements made in this application to MSBOC at P. O. Box 320279, Jackson, MS 39232-0279.

AFFIDAVIT

STATE OF _____

PARISH OR COUNTY OF _____

I, _____, being first duly sworn, did depose and say on oath as follows:

I certify under penalty of perjury under the laws of the State of Mississippi that all statements, answers and representations in this application, including all supplementary statements attached hereto, are true and accurate, and that I have reviewed the entire contents of this application.

Signature of Applicant, Officer, or Qualifying Party

Sworn to before me this ___ day of _____, 20__.

Notary Public

My commission expires: _____

Section 6: Required Items Checklist

ALL INFORMATION LISTED BELOW IS REQUIRED PRIOR TO ANY APPLICATION BEING PRESENTED TO THE BOARD FOR APPROVAL. FAILURE TO PROVIDE REQUIRED INFORMATION WILL RESULT IN DELAY OF PROCESSING AND/OR REJECTION.

- _____ Application Fee (\$50 for one classification plus \$100 for each additional classification) **Fees are non-refundable.**
- _____ Proof of employment for each qualifying party. (Check stub, W2 form or Owner/Officer listed with the Mississippi Secretary of State.) *Proof of employment is not required if a sole proprietorship.
- _____ 3 Reference letters. One reference letter **must** be from your bank or financial institution. (See Appendix A for example and additional information.)
- _____ Certificate of insurance showing current general liability coverage. **MSBOC must be listed as certificate holder on the policy to be notified in the event of cancellation of coverage. Certificate must include policy number and coverage dates. Name on certificate of insurance coverage must match name on application.**
- _____ Certificate of worker's compensation insurance coverage. *This only applies if applicant has 5 or more employees.
- _____ Certificate showing proof of good standing with the Mississippi Secretary of State. *This only applies if applicant is a corporation, LLC, or LLP. Printed details showing good standing from the Mississippi Secretary of State website (www.sos.ms.gov) will suffice. An official certificate is not required.
- _____ Mississippi Income Tax I.D. Number or Federal Tax I.D. Number if a Corporation, LLC, or LLP. If a sole proprietor, applicant may list Social Security Number.
- _____ Affidavit(s) (pages 9 and/or 15) notarized.

Appendix A REFERENCE LETTERS

Applicants are required to submit a minimum of three (3) reference letters. One reference letter must be submitted by applicant's bank or financial institution. The other reference letters can be submitted by an individual or entity applicant has worked with or for on construction related projects. Please attach the reference letters to the application. Reference letters are required even if applicant has previously passed an exam. See examples below.

EXAMPLE 1

Capital Bank
123 Bank Drive
Bank, OH 12345

November 10, 2013

MSBOC
P O Box 320279
Jackson, MS 39232-0279

Re: ABC Contractor

To Whom It May Concern:

This will confirm that I have provided banking services to ABC Contractor since the company was founded in July 1997. These services have included providing multiple bank accounts including payroll accounts as well as operating accounts. All accounts are current and in good standing. I have always found the principals of ABC Contractor to be very professional in all respects and we are pleased to have them as a customer.

If you need further information, please feel free to contact me at 1 (800) 123-4567.

Sincerely

Bankston President

REFERENCE LETTERS CONT'D

EXAMPLE 2

A – Z Construction
222 Construction Drive
Build, MS 12345

January 15, 2014

MSBOC
P O Box 320279
Jackson, MS 39232-0279

Re: ABC Contractor

To Whom It May Concern:

I am writing this letter of recommendation on behalf of ABC Contractor. Our company has worked with ABC Contractor on numerous jobs since December 2011. During this time period, ABC Contractor has always performed excellent work and met all of its obligations including paying subcontractors and suppliers in a timely fashion. A-Z Construction considers ABC Contractor to be honest and capable of performing good (specify type of work) work. A-Z Construction would highly recommend ABC Contractor for a contractor's license in the State of Mississippi.

If you need further information, please feel free to contact me at 1 (800) 123-4567.

Sincerely

A-Z Construction

APPENDIX B

Reciprocity Verification Form

Applicant must complete the verification of licensure form if seeking reciprocity from another state. *This form applies only to applicants who are licensed in another state and seeking to apply for a Mississippi State Board of Contractors license through a reciprocity agreement.



POST OFFICE BOX 320279
JACKSON, MS 39232-0279
PH: (601) 354-6161
FX: (601) 354-6715
www.msbooc.us

RECIPROCITY INFORMATION

The State of Mississippi has entered into reciprocal agreements with the following licensing boards:

Alabama General Contractors Board – Mechanical and Plumbing excluded.

Alabama Board of Heating and Air Conditioning Contractors – Must have taken the AL exam.

Alabama Electrical Board – Must have taken the AL exam.

Alabama Home Builders Licensure Board – Must have taken the AL exam.

Arkansas Contractors Licensing Board – Mechanical and Electrical excluded.

Florida Construction Industries Licensing Board – General Building Construction and Residential Building Construction only. (MUST HAVE TAKEN THE FLORIDA EXAM)

Georgia Board of Residential and General Contractors- Must have taken the GA exam.

Louisiana Licensing Board for Contractors – Mechanical excluded.

North Carolina Electrical Contractors Board- Electrical & Alarm Systems Only. (MUST HAVE TAKEN THE NC EXAM)

North Carolina State Licensing Board for General Contractors- waive Building Construction, Residential Building, Concrete, Excavating, Roofing, Swimming Pools, Underground Utilities (MUST HAVE TAKEN THE NC EXAM)

South Carolina Contractors Licensing Board – Building (unlimited), Master Electrician exams only.

*Only PSI, Exuperior, Block or NAI exams accepted.

South Carolina Residential Builders Commission- (MUST HAVE TAKEN THE SC EXAM)

Tennessee Board for Licensing General Contractors

Reciprocity refers to waiver of a TRADE EXAMINATION only. **There is a \$50 fee for each exam waived. Fees are non-refundable.** All applicants are required to take the Mississippi Law and Business Management examination and complete an application and submit it to the Mississippi State Board of Contractors to be considered for licensure. All other requirements of the board must be met before a Certificate of Responsibility or license number will be issued.

In order for the Mississippi State Board of Contractors to consider an applicant for reciprocity, the following requirements must be met.

1. **The applicant must show proof of current licensure with one of the boards referenced above by providing a completed verification form. (See attached.)** The applicant must have held the license for 1 year and be free of any disciplinary action for the time period specified in the agreement.
2. **The applicant must complete and submit an application with all required documentation and fees to the Mississippi State Board of Contractors.**

NOTE: Applicant must complete Part 1 of the attached verification form and mail to one of the above named states to complete Part 2.

MISSISSIPPI STATE BOARD OF CONTRACTORS

POST OFFICE BOX 320279

JACKSON, MS 39232-0279

*Instructions to Applicant: Complete Part 1 of this form. Mail to the state in which you currently hold a license for that state to complete Part 2. Submit the completed form and required fee of \$50.00 for each exam waived to MSBOC, P. O. Box 320279, Jackson, MS 39232-0279. Fees are non-refundable. *This form applies only to applicants who are licensed in another state and seeking to apply for a Mississippi State Board of Contractors license through a reciprocity agreement.*

PART 1: REQUEST FOR VERIFICATION OF LICENSURE

COMPANY/INDIVIDUAL NAME _____

STREET ADDRESS _____

CITY _____ **STATE** _____ **ZIP** _____

LICENSE NUMBER _____

I am requesting licensure in the State of Mississippi. Please verify licensure in your state by completing Part 2.

Signature of Applicant

PART 2: VERIFICATION OF LICENSE

To verifying state: Please furnish the information requested, sign and return the document to the applicant. Applicant must submit the completed form to MSBOC, P. O. Box 320279, Jackson, MS 39232-0279.

Company/Individual Name _____

License Number _____ **Date License was first issued** _____

Expiration Date _____ **Current Status** _____

Classification(s) Held _____

Licensed By: ___ **Waiver (basis of Waiver)** _____

___ **Endorsement from What State** _____

___ **Exam. Name of Qualifying Party** _____

Type of Exam (s) taken (e.g. NAI, Block, PSI, In-house) _____

Exams taken and scores _____

Disciplinary Action: _____

Signature _____

Title _____

Agency _____

AFFIDAVIT OF QUALIFYING PARTY APPLYING FOR RESIDENTIAL SUBCONTRACTOR LICENSE

STATE OF _____
COUNTY OF _____

COMES NOW, the affiant, _____, being first duly sworn states the
(Name of Applicant)
following to wit:

1. My name is _____ and I am a resident of _____.
(City/County/State)

2. I am over the age of eighteen (18) years, of sound mind and body and have personal knowledge of all facts set forth in this affidavit.

3. I hereby certify that I meet one of the following conditions:

☐ I have passed a standardized exam such as ICC and/or a city/county administered exam and have attached proof of my passing exam scores to this form.

☐ I have been in the business of performing (check classifications of work you are applying for) ☐ Electrical
☐ Plumbing ☐ HVAC ☐ Mechanical work for a minimum of five (5) years.

4. I further certify that I have the necessary knowledge and experience to perform the classification(s) of work listed above and have no unresolved work or complaints.

5. I further certify that I have fulfilled one of the below requirements as indicated:

☐ I previously passed the Business and Law exam required by MSBOC; or

☐ I previously attended a Business and Law exam review session presented by MSBOC staff and have attached my certificate of attendance to this form; or

☐ I agree to complete Business and Law video course during the first year of licensure and I understand and agree that this condition must be met prior to renewal.

6. I affirm that the information stated above is true and correct.

FURTHER AFFIANT SAYETH NOT.

Signature of Affiant

SWORN TO this the _____ day of _____ 2023.

NOTARY PUBLIC

My Commission expires: _____

RESIDENTIAL LICENSING LAW CHANGES



HB 1163 signed into law by Governor Tate Reeves resulted in modifications to the residential licensing laws. The law went into effect July 1, 2022. The new legislation requires all cities and counties to issue permits for construction work. The bill also amended current law to require a state issued license for residential subcontractors performing **HVAC, Electrical, Plumbing and/or Mechanical** work on a **residential construction** or **residential improvement** project. In other words, if a residential project is deemed a residential construction project or residential improvement project, then the subcontractor performing HVAC, Electrical, Plumbing and/or Mechanical work is required to have a state issued license regardless of the amount work to be performed by the subcontractor. **Residential construction** is any undertaking or offer to undertake the construction or superintending of construction of a structure for use by another as a residence when the cost of the undertaking exceeds \$50,000. **Residential improvement** is any undertaking or offer to undertake the construction or superintending of construction of improvements to an existing residence when the cost of the improvements exceed \$10,000.

*Subcontractors performing HVAC, Electrical, Plumbing and/or Mechanical work on any residential construction project or a residential improvement project that are required by HB 1163 to obtain a state license will need to complete the residential application which can be found at www.msdoc.us. In order to assist contracting with the new law requirements, MSBOC has approved a “grandfather” period until **June 30, 2023** that waives the normally required exams if the conditions stated below are met. **The grandfather period applies only to the residential subcontractor trades HVAC, Electrical, Plumbing and/or Mechanical. After June 30, 2023, the normally required exam(s) will be mandatory. NO FURTHER EXTENSIONS WILL BE GRANTED.**

TRADE EXAM CAN BE WAIVED DURING THE GRANDFATHER PERIOD IF:

Option 1: An applicant for licensure submits proof of passing a standardized exam such as ICC or a city or county administered exam.

Option 2: An applicant for licensure that cannot provide proof of having passed an exam, but can demonstrate they have been in the business for five (5) years by submitting a notarized affidavit found on page 16 of the residential application and three (3) required reference letters listed below:

1. one (1) reference letter from a building official or a MSBOC licensed contractor specifying the classification(s) of work for which the applicant is seeking a license; and
2. one (1) reference letter from a bank or financial institution; and
3. one (1) general reference letter. This letter can be from a project owner, architect, supplier, etc.

THE BUSINESS AND LAW EXAM CAN BE WAIVED DURING THE GRANDFATHER PERIOD BY COMPLETING THE BUSINESS AND LAW VIDEO COURSE AND SUBMITTING THE REQUIRED CERTIFICATE OF COMPLETION TO MSBOC. *MSBOC WILL EMAIL A SECURE LINK TO ACCESS THE BUSINESS AND LAW VIDEO COURSE UPON ISSUANCE OF LICENSE.

FACT SHEET

Mississippi law requires a license issued by the Mississippi State Board of Contractors for the following:

- **COMMERCIAL** contractors (general and subs) performing work over \$50,000.
- **FIRE SPRINKLER** contractors performing work over \$5,000 on public commercial projects or \$10,000 on private commercial projects.
- **RESIDENTIAL BUILDER** performing new residential construction over \$50,000. The Residential Builder license covers residential remodeling and residential roofing work.
- **RESIDENTIAL REMODELER** making improvements to an existing residence over \$10,000. The Residential Remodeler license also covers residential roofing work.
- **RESIDENTIAL ROOFER** performing roofing work on a residence over \$10,000. The Residential Roofer license covers roofing work only.
- **RESIDENTIAL SUBCONTRACTORS** performing life safety trades of **residential electrical work, residential plumbing work, residential hvac work or residential mechanical work** on residential construction or residential improvement projects, no matter the dollar amount of the construction or improvements.
- **RESIDENTIAL CONSTRUCTION MANAGERS** acting in the capacity as a construction manager through a contract or an agreement with the owner of the property.
- **RESIDENTIAL SOLAR CONTRACTORS** acting in the capacity as a residential solar contractor.

*MSBOC recommends that all contractors check with the local authority for the city/county they will be working in for any additional requirements that may apply.

Applicants who need to obtain a **RESIDENTIAL** license, must complete the residential application and submit all required documentation.

The grandfather period only applies to the **residential subcontractor trades HVAC, Electrical, Plumbing and/or Mechanical and only waives the normally required exams**. Applicants must complete the requisite application and submit all other required documentation. **The grandfather period expires June 30, 2023. After June 30, 2023, the normally required exam(s) will be mandatory. NO FURTHER EXTENSIONS WILL BE GRANTED.**

Applicants who already hold a state license issued by MSBOC, but want to add a classification of HVAC, Electrical, Plumbing and/or Mechanical will need to complete an APPLICATION FOR ADDITIONAL CLASSIFICATION and AFFIDAVIT OF QUALIFYING PARTY APPLYING FOR RESIDENTIAL SUBCONTRACTOR CLASSIFICATION and provide 3 reference letters: one (1) letter from a building official or a currently licensed MSBOC contractor specifying the classification of work for which the applicant is seeking a license; one (1) letter from a bank or financial institution; and one (1) general reference letter from a project owner, architect, supplier, etc.

Applicants are encouraged to watch the application instruction video found on www.msdoc.us. The video explains the applications process and helps the applicant gather the required documents that are necessary for processing the application. Applications are processed in the order in which they are received. MSBOC will notify applicant if anything is missing and the applicant will be allowed to provide any missing information. MSBOC will hold applications on file for 180 days. After 180 days incomplete applications will be destroyed.

HB 1163 did not change any requirements necessary for obtaining a **COMMERCIAL** license from MSBOC. In order to obtain a commercial license, applicants must complete the commercial application and submit all required documentation and pass the required exam(s).

A license issued by MSBOC is valid for one (1) year from the date of issuance. It is the responsibility of the license holder to renew a license annually.