

North Carolina Licensing Board for General Contractors

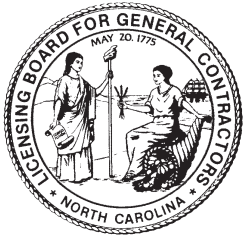
**Application for Increase In Limitation**

The *Application for Increase In Limitation* is available in Portable Document Format (PDF) for your use. However, incomplete applications will not be accepted and will be returned to the applicant.

If you choose to download the Increase Application, the following requirements must be met:

1. Photocopies of the completed Increase Application will not be accepted
2. Faxed or emailed copies will not be accepted.
3. All signatures must be original.
4. The Increase Application must be printed on white paper with black ink on clean, unused paper.
5. The minimum paper weight must be either 20 lb. or 24 lb.
6. Pages must be printed and completed on one side only.
7. We reserve the right to return illegible Increase Applications.
8. The completed Increase Application must be submitted in an envelope no smaller than 9½ x 12½. (Folded applications will be returned.)

Note: We do not provide assistance for computer and/or computer printing issues.



# NORTH CAROLINA LICENSING BOARD FOR GENERAL CONTRACTORS

## Instructions For Increase In Limitation Application

(Please provide your accountant with a copy of these instructions.)

**Increase Application Fees:**                      **Intermediate-\$100.00**                      **Unlimited-\$125.00**

We are not responsible for lost or undelivered mail. Mail the application form with all attachments to:

Physical address:  
5400 Creedmoor Road  
Raleigh, North Carolina 27612  
(919) 571-4183

Mailing Address:  
Post Office Box 17187  
Raleigh, North Carolina 27619

Applications submitted in person will not be reviewed for accuracy or completeness by the staff at the time of filing. It is the applicant's responsibility to assure the application for increase has been submitted in the proper order for processing by this office.

Information submitted with any application may be considered a public record, as defined under North Carolina G.S. 132-1, et seq and may be subject to disclosure to the public upon request.

Checks or money orders mailed to the Board office without an attached increase application will be returned. No increase application will be held pending the receipt of the required fee or financial information. Separate checks must be sent for each increase application. No refunds will be made for overpayment of increase in limitation fees.

Each month members of the Licensing Board review and approve a list of all increase applicants who have fulfilled the requirements. All general contractors licenses expire December 31 each calendar year and normally increase applications are not reviewed during the month of December. To be eligible for consideration, increase applications must be filed in a timely manner and in complete order. Increase applications should be submitted the first week of any month prior to the month members of the Licensing Board review and approve. (For example-first week of June for July review/approval.) After review and approval by members of the Licensing Board, a letter will be mailed.

Applicants are urged to make and retain a complete photocopy of the application and attachments which you file with this office.

### ***Notice of Penalty for Submittal of Bad Check***

Pursuant to Rule .0703 of Title 21, chapter 12, of the North Carolina Administrative Code, any person, firm or corporation submitting a check to the Board which is subsequently returned because of insufficient funds or no account in bank will be charged a penalty fee of \$35.00 for processing such check; and, until the payor has made the check good and paid the \$35.00 processing fee, the payor will not be eligible to take an examination, review an examination, obtain a license, increase the limitation or renew a license. Any license which has been issued based on the payment of a check which is subsequently returned to the Board for reasons stated herein will be declared invalid until such time as the payor has made the check good and paid the prescribed processing fee. In order to be in good standing with this office, the payment must include the \$35.00 processing fee and the increase fee. The payment must be in the form of a cashier's check or money order made payable to the Board.

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## ***Transfer of Licenses***

Individual licenses or proprietorship licenses cannot be transferred to a partnership or a corporate license, or vice versa, on the increase form. A new application for license must be filed and all requirements for licensure must be met. A licensee must do business in the exact name as listed on the certificate unless a Certificate of Assumed name is filed. An individual licensee cannot practice general contracting as an unlicensed corporation or partnership.

A partnership license cannot be transferred to a corporate license, or vice versa, on the increase form. A new application for license must be filed and all requirements for licensure must be met. A licensee may not enter into a partnership with an unlicensed entity for practicing general contracting even as a temporary joint venture. A partnership is defined by G.S. 59-36 as an association of co-owners for profit, regardless of whether there is a written partnership agreement, and regardless of the duration of the business.

A corporate license cannot be transferred to an individual or partnership license on the increase form. A new application for license must be filed and all requirements for licensure must be met.

1. Answer questions 1-6 either yes or no. If any of the questions are answered yes, all supporting documents, exhibits, etc. must be attached.
2. **Licenses must be renewed** for the current year at the present limitation before an increase may be considered.
3. Signature(s) is required in the space provided for the applicant on the application. If licensed as a partnership, all partners must sign. All signatures must be notarized.
4. **The individual(s) who successfully completed the examination must sign the certification.** The individual(s) must be actively engaged in the work of the licensee a minimum of 20 hours per week. If the license was granted based on the waiver of an exam, the individual(s) that completed the exam in SC/TN must sign the certification. If the licensee is the same as the qualifying individual, the certification must still be signed. If the individual(s) is no longer employed by the applicant, you are required to inform this office immediately in writing with a termination date. (G.S. 87-10) If more than one employee has successfully completed an examination, please attach an additional sheet with their notarized signatures and social security numbers.
5. **Audited financial statement** with an **unqualified opinion**, a **classified balance sheet** and **notes to the financial statement** prepared by a Certified Public Accountant or by an Independent accountant who is engaged in the public practice of accountancy must be submitted with all applications for increase of license limitations. The audited financial statement cannot be older than twelve (12) months from the date of receipt of the increase application. **A compilation or review cannot be used in lieu of an audited financial statement.** (See NCAC Title 21; Chapter 12.0204(a-f) for eligibility requirements and 12.0504.)
6. The audit and the increase application must be in the **exact name** of the license holder as it appears on the records with the NC Licensing Board for General Contractors.
7. A check for the appropriate fee must be attached and made payable to the North Carolina Licensing Board for General Contractors. **Cash is not accepted as a form of payment and will be returned.**
8. The required working capital for the limitation requested on the increase application must be met. **Working capital (current assets minus current liabilities)** \$75,000.00 for an intermediate limitation; and \$150,000.00 for an unlimited limitation.

### License Limitations

Limited	.....	Can build up to \$500,000.00 on any single project
Intermediate	.....	Can build up to \$1 million on any single project
Unlimited	.....	The value is not restricted on any single project

**North Carolina Licensing Board  
For  
General Contractors  
Application For Increase In Limitation**

**Name of Applicant** \_\_\_\_\_  
(exact name of license as issued by the Board)

**Mailing Address** \_\_\_\_\_

**City** \_\_\_\_\_ **State** \_\_\_\_\_ **Zip** \_\_\_\_\_ **County** \_\_\_\_\_

**Telephone (\_\_\_\_)** \_\_\_\_\_ **License Number** \_\_\_\_\_

**Classification(s)** \_\_\_\_\_ **Requested Limitation** \_\_\_\_\_

**E-mail Address (Optional)** \_\_\_\_\_

Applicants for increase in limitation must complete this form. Applications for increase in limitations must be accompanied by an audited financial statement with an unqualified opinion, a classified balance sheet and notes to the financial statement prepared by a Certified Public Accountant or by an Independent accountant who is engaged in the public practice of accountancy. The audited financial statement cannot be older than twelve (12) months from the date of receipt of the application for increase. (See NCAC Title 21; Chapter 12.0204(a-f) for eligibility requirements and 12.0504.)

Questions 1-6 must be answered "YES" or "NO." If any are answered "YES," all supporting documents and exhibits must be attached.

- YES  NO    1. Have there been any changes in the style, name, personnel, ownership, composition or nature of your business (such as incorporating or entering into a partnership) that you have not previously disclosed to this Board?
- YES  NO    2. Have you declared or been placed in bankruptcy, receivership, or other insolvency and failed to notify the Board?
- YES  NO    3. Is the licensee or any principal shareholder or officer under investigation, or engaged in any controversy with this Board or any other regulatory agency?
- YES  NO    4. Have there been any liens, lawsuits, judgments, or lis pendens filed against the licensee or any principal shareholder or officer which have not been previously disclosed to this Board?
- YES  NO    5. Have you any other contingent or unpaid liabilities that are not fully disclosed to this Board?
- YES  NO    6. Has the licensee or any principal officer or shareholder had a conviction for a misdemeanor relating to contracting, or any felony of any kind, or any conviction involving embezzlement or misappropriation of property, which has not been disclosed to this Board previously?

**Information on this application must be typewritten or completed in black ink.**

## Certification Signatures

It is required that all individuals who successfully completed the examination(s) sign the certification. If the license was granted based on the waiver of an exam, the individual(s) who completed the exam in SC/TN must sign the certification. The increase application will be returned if not properly signed. If the licensee is the same as the qualifying individual, the certification must still be signed.

I certify under oath or by affirmation, that I am employed by the applicant.

\_\_\_\_\_  
Signature SS# \_\_\_\_\_

\_\_\_\_\_  
Signature SS# \_\_\_\_\_

## Applicant Signatures

The application must be signed by the individual, sole proprietor, all partners, LLC members or corporate officers.

I duly certify under oath or by affirmation, the truth, completeness and accuracy of all statements and answers to all questions and all attachments in this application. I understand that giving false evidence to the Board under oath is a misdemeanor under G.S. 87-13 punishable by a fine and/or imprisonment.

\_\_\_\_\_  
Print Name (officer, members, owner or partner) X  
Signature

\_\_\_\_\_  
Print Name (officer, members, owner or partner) X  
Signature

**All application and certification signatures must be notarized in this space.**

I certify that the following person personally appeared before me this day, acknowledging to me that he voluntarily signed the foregoing document for the purpose stated therein and in the capacity indicated.

Sworn to and subscribed before me this the \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_\_.

Notary Public: \_\_\_\_\_

Typed/Printed Name of Notary: \_\_\_\_\_

My Commission Expires: \_\_\_\_\_

Official  
Seal