

ATTENTION!!

All General Contractors Licenses Will Expire December 31st!!

**If you try to renew and your renewal is returned,
here are some Possible Reasons:**

1. The **original renewal application is not submitted** (pages 1-4).
2. **Questions 1-6 on the application are not answered** or supporting **documentation is not attached**.
3. The application was **not signed by all qualifiers**, or the **signature is not notarized**. For a corporation, the signature of one officer is acceptable. For a partnership including LLC's all partners or members must sign.
4. The working **capital is insufficient** for the limitation.
5. The **financial information is incomplete**; the date of the **financial information is older than 12 months**, or is **omitted from the top of page 3**.
6. The **financial information is incorrect**. Financial information must solely be in the name of the licensed entity. **Personal assets cannot be used to qualify for a company's finances**. The assets must be owned by the corporate entity. **Financial information must solely be in the name of the licensed company**. If the company is a subsidiary or an affiliate of a parent company a balance sheet must be included showing the financials specifically for the licensed entity.
7. A **qualifier was added on the renewal form**. Aside from examination requests and completions, **Qualifiers can only be added to a license using the necessary examination transfer or waiver forms**.
8. **Licenses are non-transferable! A license issued as an individual cannot be transferred to a corporation through the renewal**. A new license application would need to be completed to license the company. If a **company wishes to change their organization, they must first amend their Articles of Incorporation/Organization with the North Carolina Secretary of State (SOS)**. If a new SOS Corporate ID number was granted then **it is a new company and needs to apply for a new license in the name of the new corporation, partnership, or LLC**.
9. **Check is for the incorrect amount, is not attached or not signed**.



**We can provide assistance for those needing help renewing their license,
see reverse for information on our Renewal Assistance Desk.**



North Carolina Licensing Board for General Contractors
5400 Creedmoor Road Raleigh, NC 27612 (919) 571-4183
www.ncibgc.org

Need Assistance?

Ways the NCLBGC Renewal Assistance Desk can help you:



1. We can help you understand the financial requirements and complete the **balance sheet** correctly.
2. We can help you understand questions 1-6 and give guidance with the paperwork required if you answered “yes” to any of those questions.
3. We can assist a license holder currently in **bankruptcy** with understanding which documents must be provided to renew.
4. We can explain the necessary steps and paperwork needed if a company has gone through **revenue suspension** with the North Carolina Department of Revenue or if it was **Administratively Dissolved** by the North Carolina Secretary of State.
5. We will help ensure the renewal form is correctly **signed, notarized, and dated**.
6. We can help you reduce time, postage expense and stress in renewing your license, and you **must renew prior to December 31**.

If you have not renewed your license in the past 4 years, your license is in danger of being archived, which will require you to submit a new application and re-take the exam to qualify for a new license.

The Renewal Assistance Desk is now taking appointments (*in person or by phone*) on Tuesdays and Thursdays in December between 9am and 3pm.

Call (919)571-4183 to schedule your appointment now!



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