



**Rhode Island Department of Business Regulation  
Division of Building, Design & Fire Professionals  
STATE BUILDING OFFICE**

**CONTRACTOR NEW REGISTRATION APPLICATION**

Please type or print legibly. Incomplete or unreadable applications will be returned. Please allow 7-10 business days for processing

APPLICANT INFORMATION			
Type of Registration Requested: New		Fee: Two hundred (\$200) Dollars	
Name:		Driver's License #:	
Date of Birth:	Rhode Island Resident? Yes No		
Residential Address:			
City:	State:	Zip Code:	
Mailing Address (if different):			
City:	State:	Zip Code:	
Phone Number:	Cell Phone:	Email:	
Have you ever, or do you currently, hold any other professional licenses or registrations in this or any other state? Yes No			
If yes, provide license type, state(s) and number(s)			
Have you ever been denied, or had any professional licenses or registrations suspended or revoked? Yes No			
If yes, please explain:			
BUSINESS INFORMATION			
Entity Name:		Phone Number:	
Mailing Address (if different):			
City:	State:	Zip Code:	
Type of Entity: Individual Sole Proprietor Partnership Corporation LLC			
This entity is currently and properly registered with the Rhode Island Secretary of State: Not applicable Yes No			
Who is the Responsible Person for this Entity		License #	
Provide Information for Partnership / Corporate Officers			
Name	Address	Date of Birth	Driver's License Number

TYPE OF WORK PERFORMED (check all that apply)				
New Construction	Remodeling	Sub Contractor	Residential	Commercial

  

LIABILITY INSURANCE	
R.I. Gen. Law § 5-65-7 requires that every contractor shall have in effect public liability and property damage insurance covering the work of that contractor in not less than the following amount: five hundred thousand dollars (\$500,000) combined single limit, bodily injury and property damage, with the Board as the holder. These policies must be maintained from the date a license is issued until the license expires.	
Policy Holder:	Policy Number:
Carrier Name:	Carrier Telephone:
Agency Address:	
Included with this application is a Certificate of Insurance which indicates that the R.I. Contractors' Registration and Licensing Board shall be notified by the insurance carrier upon cancellation of the insurance policy. <div style="float: right; text-align: right;">             Yes      No           </div>	

  

WORKER'S COMPENSATION INSURANCE	
Do you, or does the entity, have or plan to have one (1) or more employees?    Yes      No	FEID #
If yes, then pursuant to R.I. Gen. Law § 28-29-1, <i>et seq.</i> , you are required to provide Workers Compensation Insurance that is recorded with the R.I. Department of Labor and Training and shall remain in effect for as long as one (1) or more persons are employed.	
Policy Holder:	Policy Number:
Insurance Agency Name:	Insurance Agency Telephone:
Agency Address:	
Included with this application is a Certificate of Insurance which indicates that the R.I. Contractors' Registration and Licensing Board shall be notified by the insurance carrier upon cancellation of the insurance policy. <div style="float: right; text-align: right;">             Yes      No           </div>	

  

AGENT OF SERVICE (Non-resident applicants only)
No registration shall be issued to a non-resident applicant until he or she has filed with the Board a power of attorney constituting and appointing a registered agent (an attorney whose office is located within the boundaries of the State of R.I. or a registered agent listed with the R.I. Secretary of State) upon whom all processes in any action or legal proceeding against him or her may be served, and in the power of attorney agrees that any lawful process against him or her which may have been served upon his or her registered agent is of the same force and effect as if served on the non-resident applicant, and that the force continues irrevocably until such time as the Board has been duly notified in writing of any change.
Agent of Service Name: _____ Telephone Number: _____
Address: _____

  

TAX PAYER STATUS
Pursuant to R.I. Gen. Laws, § 5-79-1, <i>et seq.</i> , any person applying for or renewing any license, permit, or other authority to conduct business or occupation within Rhode Island must have filed all required state tax returns and paid all taxes due to the state, or must have entered into a written agreement to pay delinquent state taxes that is satisfactory to the Tax Administrator?
Have you filed all required Rhode Island State tax returns, and have you paid all taxes owed? Not applicable      Yes      No

### PRE-REGISTRATION EDUCATION

Satisfactory completion of five (5) credit hours of education which must have been completed within the twenty-four (24) months prior to applying for a registration and must have been completed in-person, not online.

- One (1) credit hour covering Construction Codes and Standards;
- One (1) credit hour covering Contracts;
- One (1) credit hour Workplace Safety;
- One (1) credit hour covering Business Principles and Practices; and
- One (1) credit hour of related to the practice of construction or other topics related to the applicant's business.

Yes	No
Yes	No
Yes	No
Yes	No
Yes	No

### REQUEST FOR EXEMPTION FROM PRE-REGISTRATION EDUCATION

I am exempt from the pre-registration educational requirements because I have graduated from either a technical or vocational high school or college within the past twenty-four (24) months.

Documentation Provided	Yes	No
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I am requesting that the Board or the Director defer or waive some, or all, of the continuing education requirements for good cause. Good cause may include, but not be limited to, illness, incapacitation, disability, (which is supported by a medical documentation) or military service. Describe the good cause.

### ACKNOWLEDGEMENT AND STATEMENT

(Each box must be checked)

I swear, under the pains and penalties of perjury, that the information provided in connection with this application is true to the best of my knowledge, with the understanding that any omissions, inaccuracies, and/or failure to make full disclosures may be deemed sufficient reason to deny or revoke licensure by the Rhode Island Department of Business Regulation.

I shall participate and make good faith efforts to resolve all complaints, violations, and/or contested cases within the jurisdiction of the Board. Failure to do so shall result in the Board taking action against me to the extent allowable by law, including suspension or revocation of my license, without which a contractor cannot perform work in the state of RI.

In accordance with R.I. Gen. Law § 5-65-5(f), I hereby attest that I have read, understand, and agree to comply with all laws, rules, regulations, and industry standards to the best of my ability, including, but not limited to, the following significant aspects of R.I. Gen. Law § 5-65:

1. All work performed, including labor and materials, in excess of one thousand dollars (\$1,000) shall be accompanied by a contract in writing. *See* R.I.G.L. § 5-65-3(o), and must contain the following:
  - a. A **right of rescission** clause, *see* R.I.G.L. § 5-65-3(p);
  - b. A **mechanics' lien notice**, requiring that all written contracts entered into between a property owner and a contractor must contain a statement that the contractor, subcontractor or material supplier may file a lien pursuant to the Rhode Island Mechanics' Lien Law, R.I.G.L. § 34-28-1 *et seq.*, *see* R.I.G.L. § 5-65-3(0), § 5-65-18;
  - c. A location, on or near the signature line, where the parties to the contract initial that they have received certain **consumer education materials or information**, including a notice of a possible mechanics' lien, *see* R.I.G.L. § 5-65-3(0).
2. Prior to starting work, permits must be secured as required by the Rhode Island State Building Code. *See* R.I.G.L. § 5-65-3(m).

3. Any person or contractor, whether registered or not, who **uses another's registration** or who authorizes the use of their own registration by another is subject to a fine. *See* R.I.G.L. § 5-65-10(h).
4. Failure to comply with a final order of the Board may be charged as a **misdemeanor** offense or **felony** offense. *See* R.I.G.L. § 5-65-19.
5. Fines and penalties payable to and for the benefit of a governmental unit such as the Contractors' Registration and Licensing Board may constitute a **non-dischargeable debt** in a **bankruptcy** proceeding. *See* Bankruptcy Code 11 U.S.C.A. § 523(a)(7).
6. The Board may report evidence of wrongdoing to the appropriate authority should the Board, in the course of its normal activities, discover evidence of wrongdoing which is regulated by another authority.
7. Rhode Island law requires anyone who digs near underground utility facilities to notify utility companies before excavating. *See* R.I.G.L. § 39-1.2-1 *et seq.* **Dig Safe®** is a free service that notifies member companies of future digs so that the location of underground facilities can be identified on the job site. Call 1 (888) DIG-SAFE for additional information.
8. A contractor must notify the Board within ten (10) days in writing of any **change of address** while registered, and for one (1) year following the date of an expired or otherwise inactive registration. *See* R.I.G.L. § 5-65-6.
9. Throughout the period of registration, a contractor shall have in effect public liability and property damage insurance covering the work of that contractor in not less than the following amount: five hundred thousand dollars (\$500,000) combined single limit, bodily injury and property damage. *See* R.I.G.L. § 5-65-7.
10. A **partnership, corporation, or joint venture** may do work, offer to do work or submit a bid to perform work only if registered. In the case of registration by a corporation or partnership, an individual shall be designated to be responsible for the work performed. The corporation or partnership and its designee shall be jointly and severally liable for any fees and violations. *See* R.I.G.L. § 5-65-3(a).
11. All contractors employing one (1) or more employees shall have in effect workers' compensation insurance as required under chapter 29 of title 28.
12. As a condition of registration, residential contractors must provide satisfactory proof of the completion of five (5) hours of **continuing education** units from a Board-approved provider. *See* R.I.G.L. § 5-65-5(e), § 5-65-10(17).
13. Use of the word "**license**" in **any form of advertising** when only registered may subject the registrant or an individual required to be registered to a fine of one hundred dollars (\$100.00) for each offense. *See* R.I.G.L. § 5-65-3(l)(ii).
14. This **statement** is required in accordance with R.I.G.L. § 5-65-S(f) and must be completed upon initial registration and renewal as a condition of registration.
15. Pursuant to R.I.G.L. § 5-65-10(1), no person shall register with the Board for the purpose of **deceiving or circumventing the registration process** by enabling a person whose registration has been suspended or revoked to conduct business.
16. Contractors are required to be knowledgeable of state laws regarding **lead and asbestos** and federal **OSHA** laws.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print

### SUBMISSION

Submit this application, with all supporting documents and fee to:  
RI Contractors' Registration and Licensing Board  
560 Jefferson Boulevard  
Warwick, RI 02886

Make Checks Payable to RI CRLB

**OFFICE USE ONLY**

Date Received:		
Application Complete?		Yes <input type="checkbox"/> No <input type="checkbox"/>
Proof of Successful Completion of Pre-Registration Education or Exemption		Yes <input type="checkbox"/> No <input type="checkbox"/>
Documentation of Public Liability and Property Damage Insurance (\$500,000)		Yes <input type="checkbox"/> No <input type="checkbox"/>
Documentation of Worker's Compensation Insurance		Not applicable <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/>
Documentation of Agent of Service		Not applicable <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/>
Application Approved? Yes <input type="checkbox"/> No <input type="checkbox"/>	Registration Number Issued:	
Fee Submitted: Yes <input type="checkbox"/> No <input type="checkbox"/>		