



ARIZONA REGISTRAR OF CONTRACTORS



Douglas A. Ducey, Governor

Jeff Fleetham, Director

LICENSE APPLICATION (SOLE-PROPRIETORSHIP)

THIS APPLICATION IS FOR SOLE PROPRIETORSHIPS ONLY

This License Application is for a sole proprietorship seeking to obtain an Arizona Contractor's License. A sole proprietorship is a business owned and controlled by one person.

If the Applicant is a corporation that is not owned or operated by another entity, use the [Corporation License Application Form](#).

If the Applicant is an LLC that is not owned or operated by another entity, use the [LLC License Application Form](#).

If the Applicant is a partnership that is not owned or operated by another entity, use the [Partnership License Application Form](#).

If the Applicant is a tiered entity, you must contact the Registrar's Licensing Department at (602) 542-1525 for assistance. A **Tiered Entity** is an entity that is owned or operated by another entity.

- For example, if "Red Corporation" is owned or operated by "Blue, LLC," "Red Corporation" would be considered a Tiered Entity for the purposes of obtaining a contractor's license.

STEPS TO OBTAIN A CONTRACTOR'S LICENSE

To obtain an Arizona Contractor's License, complete the following:

- 1) **Identify a Qualifying Party:** The Applicant must identify a Qualifying Party for the license. A Qualifying Party is a regularly employed person with the necessary experience, knowledge and skills as defined under A.R.S. § 32-1122(E).
- 2) **Pass Examination(s).** The Qualifying Party must pass the required exams by at least 70% and submit exam results. The Qualifying Party must complete a business management exam (BME) and a specific trade exam, unless eligible for a waiver.
 - To determine which exams are required for a specific license classification, refer to the Registrar's [License Classification Requirements](#).
 - The Qualifying Party can register to take an exam through [PSI Exams Online](#).
 - For information about PSI's testing procedures, refer to [PSI's Candidate Information Bulletin](#).
- 3) **Submit to Background Checks.** The Applicant and Qualifying Party must submit copies of the payment transaction receipt from their [background checks](#).
- 4) **Bond.** The Applicant must obtain and submit proof of a license [Bond](#).
- 5) **Pay the Fees.** Include the required [fees and assessments](#) with your License Application form.

(continued on next page)

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- 6) **Provide Government-Issued Identification.** Both the [Applicant](#) and the [Qualifying Party](#) in this License Application must submit a copy of their government-issued identification with the application. Acceptable forms of identification include a valid driver's license or passport.
- 7) **Complete and Submit This Application.** Complete and submit this License Application Form to the Registrar using one of the following methods:

Mail this application to:
Registrar of Contractors
P.O. Box 6748
Phoenix, AZ 85005-6748

Deliver this application to:
Registrar of Contractors
1700 W. Washington Street, Suite 105
Phoenix, AZ 85007-2812

WAIVERS

Some of the requirements listed above may be waived depending on an Applicant's past experience in the contracting field. To determine if a waiver applies to your application, refer to the Registrar's online [Waiver Eligibility](#) page.

AGENCY DISCLOSURE

Pursuant to A.R.S. § 41-1030(G), the Registrar provides the following disclosures:

- **A.R.S. § 41-1030(B):** An agency shall not base a licensing decision in whole or in part on a licensing requirement or condition that is not specifically authorized by statute, rule or state tribal gaming compact. A general grant of authority in statute does not constitute a basis for imposing a licensing requirement or condition unless a rule is made pursuant to that general grant of authority that specifically authorizes the requirement or condition.
- **A.R.S. § 41-1030(D):** This section may be enforced in a private civil action and relief may be awarded against the state. The court may award reasonable attorney fees, damages and all fees associated with the license application to a party that prevails in an action against the state for a violation of this section.
- **A.R.S. § 41-1030(E):** A state employee may not intentionally or knowingly violate this section. A violation of this section is cause for disciplinary action or dismissal pursuant to the agency's adopted personnel policy.
- **A.R.S. § 41-1030(F):** This section does not abrogate the immunity provided by § 12-820.01 or 12-820.02.

*****DO NOT SUBMIT THESE INSTRUCTIONS WITH YOUR APPLICATION*****

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PART I: APPLICANT INFORMATION

To avoid **delay** or **denial**, the Applicant must completely and accurately fill out the following information.

- The business address the Applicant provides will be publicly available on the Registrar's website.
 - To obtain a contractor's license, an applicant must provide the location of the applicant's place of business and the applicant's mailing address, if it is different from the applicant's place of business. A.R.S. § 32-1122(B)(1)(b) & (g).
- To determine the appropriate License Classification and Description in box 7, refer to the Registrar's [License Classifications](https://roc.az.gov/license-classifications) located at <https://roc.az.gov/license-classifications>.

1. Name as it appears on your government-issued ID		2. Fictitious Trade Name (i.e. DBA), if applicable.	
3. Driver's License or Government ID No.		4. Social Security Number	
5. Date of Birth (MM/DD/YYYY)		6. Tax Identification Number (TIN), if applicable.	
7. Requested License Classification Description			
8. Business Address (No PO Boxes or Private Mail Boxes)		City	State
			Zip Code
9. Mailing Address (If different than business address)		City	State
			Zip Code
10. Phone Number		11. Email Address	
CONSENT		Enter Email / Telephone	
12. I consent to receive notifications from the Registrar by email at the following email address			
13. I consent to receive notifications from the Registrar by text messaging at the following telephone number			
"Notifications" include renewal notices and monthly newsletters. By consenting to receive notifications via text or email, you will not be excluded from receiving notifications by regular mail. You consent by entering the information above.			

PART 2: QUALIFYING PARTY

QUALIFYING PARTY

The "Qualifying Party" is a person who is regularly employed by the Applicant and is actively engaged in the classification of work for which the person qualifies on behalf of the Applicant. The Qualifying Party must have the necessary experience, knowledge and skills to supervise or perform the contracting work.

A.R.S. § 32-1127

The Qualifying Party listed below may be listed as the qualifying party for up to two licenses, but only when:

1. There is a common ownership of at least twenty-five per cent of each licensed entity for which the person acts in a qualifying capacity.
2. One licensee is a subsidiary of another licensee for which the same person acts in a qualifying capacity.
"Subsidiary" as used in this section means a corporation of which at least twenty-five per cent is owned by the other licensee.

If the Applicant and Qualifying Party are the same person, check the box and skip to the "Relevant Experience" section..... ☐

1. Name as it appears on your government issued ID		2. Date of Birth (MM/DD/YYYY)	
3. Driver's License or Government ID No.		4. Social Security Number	
5. Residential Address	City	State	Zip Code
6. Mailing Address (If different than residential address)	City	State	Zip Code
7. Phone Number	8. Email Address		

CONSENT	Email / Telephone
9. I consent to receive notifications from the Registrar by email at the following email address	
10. I consent to receive notifications from the Registrar by text messaging at the following telephone number	
"Notifications" include renewal notices and monthly newsletters. By consenting to receive notifications via text or email, you will not be excluded from receiving notifications by regular mail. You consent by entering the information above.	

RELEVANT EXPERIENCE

The Qualifying Party must demonstrate sufficient experience as required by the desired license classification. The required amount of experience can be determined by referring to the [License Classification Requirements](#) table. Technical training, military service, diplomas, or certifications may be submitted to substantiate experience, or a portion of experience.

- Under A.R.S. § 32-1122(E)(1), at least two years of experience must be earned within the last ten years prior to applying for a license.
- If additional space is needed, complete and attach as many "Additional Relevant Experience" pages as necessary.

1. Business Name of Employer or "Self-Employed"	
2. Duration of Experience (e.g. "1/1/2007 through 1/1/2017")	3. Average Hours Worked Per Week
4. Position(s)	5. Size of Projects Qualifying Party Worked On (Square Foot and/or Dollar Amount)
6. Description of Qualifying Party's Main Duties	

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EXPERIENCE REFERENCE				
Include the name and contact information for a reference who can verify the Qualifying Party's experience. The reference must have direct, first-hand knowledge of the Qualifying Party's experience. <u>The reference cannot be a person named on the license application.</u>				
7 Reference's Name		8. Reference's Relationship to Qualifying Party (e.g. "Consumer"; "Co-worker"; "Employer"; "Supervisor")		
9. References Mailing Address		City	State	Zip Code
10. Reference's Phone Number		11. Reference's E-mail		

ADDITIONAL RELEVANT EXPERIENCE (IF NECESSARY)	
The Qualifying Party must demonstrate sufficient experience as required by the desired license classification. The required amount of experience can be determined by referring to the License Classification Requirements table. Technical training, military service, diplomas, or certifications may be submitted to substantiate experience, or a portion of experience.	
<ul style="list-style-type: none"> Under A.R.S. § 32-1122(E)(1), at least two years of experience must be earned within the last ten years prior to applying for a license. If additional space is needed, complete and attach as many "Additional Relevant Experience" pages as necessary. 	
1. Business Name of Employer or "Self-Employed"	
2. Duration of Experience (e.g. "1/1/2007 through 1/1/2017")	3. Average Hours Worked Per Week
4. Position(s)	5. Size of Projects Qualifying Party Worked On (Square Foot and/or Dollar Amount)
6. Description of Qualifying Party's Main Duties	

EXPERIENCE REFERENCE				
Include the name and contact information for a reference who can verify the Qualifying Party's experience. The reference must have direct, first-hand knowledge of the Qualifying Party's experience. <u>The reference cannot be a person named on the license application.</u>				
7 Reference's Name		8. Reference's Relationship to Qualifying Party (e.g. "Consumer"; "Co-worker"; "Employer"; "Supervisor")		
9. References Mailing Address		City	State	Zip Code
10. Reference's Phone Number		11. Reference's E-mail		

PART 3: DISCLOSURES

WORKERS' COMPENSATION COMPLIANCE

Under A.R.S. § 32-1122(B), to obtain or renew a license, an applicant must demonstrate compliance with the statutes or rules governing workers' compensation insurance. Failure to comply with these statutes or rules is a violation of A.R.S. § 32-1154(A)(4). Possible methods of compliance include:

- **Insurance Carrier:** Obtaining Workers' Compensation with an insurance carrier authorized by the Director of Insurance to write workers' compensation insurance in this state; or
- **Self-Insured:** Obtaining a "Resolution of Authorization" from the [Industrial Commission of Arizona](#) to act as a self-insurer for payment of Workers' Compensation benefits to employees; or
- **Exemption:** Being exempt from the statutes or rules governing Workers' Compensation by being self-employed and not employing workers.

Circle One

1. The Applicant is in compliance with the statutes or rules governing Workers' Compensation insurance. Note: Supporting documentation is not required.	(Yes) (No)
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PRIOR LICENSE INFORMATION

Circle One

2. Has the Applicant ever been named on a license in any state? If 'yes' is selected, the Applicant must complete and attach a Prior License Disclosure Form with this application.	(Yes) (No)
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3. Has the Qualifying Party ever been named on a license in any state? If 'yes' is selected, the Qualifying Party must complete and attach a Prior License Disclosure Form with this application.	(Yes) (No)
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FELONY CHARGES

Answering 'yes' to questions 4-7 does not automatically disqualify the Applicant from receiving a contractor's license.

Circle One

4. Has the Applicant ever been convicted of a felony? If 'yes' is selected, the Applicant must complete and attach the Felony Disclosure Form with this application.	(Yes) (No)
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5. Does the Applicant have a pending felony charge that has not yet received a disposition? If 'yes' is selected, the Applicant must complete and attach the Felony Disclosure Form with this application.	(Yes) (No)
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6. Has the Qualifying Party ever been convicted of a felony? If 'yes' is selected, the Qualifying Party must complete and attach the Felony Disclosure Form with this application.	(Yes) (No)
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7. Does the Qualifying Party have a pending felony charge that has not yet received a disposition? If 'yes' is selected, the Qualifying Party must complete and attach the Felony Disclosure Form with this application.	(Yes) (No)
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UNLICENSED ACTIVITY

Circle One

8. Has the Applicant ever received a citation for, or been convicted of, contracting without a license in any state? If 'yes' is selected, the Applicant must complete and attach the Unlicensed Activity Disclosure Form with this application.	(Yes) (No)
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9. Has the Qualifying Party ever received a citation for, or been convicted of, contracting without a license in any state? If 'yes' is selected, the Qualifying Party must complete and attach the Unlicensed Activity Disclosure Form with this application.	(Yes) (No)
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PART 4: REQUIRED DOCUMENTS



**Before you submit your application, please review the following checklist.
Missing documents will delay the processing of your application.**



Review the License Application and ensure that it contains the following:

- ☐ **Exam Results.** The Qualifying Party's original exam results, or a [Completed Waiver Form](#).
- ☐ **Background Checks.** Copies of the payment transaction receipt from the [background check](#) for the Applicant and the Qualifying Party.
- ☐ **Bond.** Completed original [Bond Verification Form](#).
- ☐ **Fees.** The required [application fee, licensing fee and for dual or residential licenses also include the recovery fund assessment](#).
- ☐ **Government-Issued Identification.** Both the [Applicant](#) and the [Qualifying Party](#) in this License Application must submit a copy of their government-issued identification with the application. Acceptable forms of identification include a valid driver's license or passport.
- ☐ **Signatures.** Completed [Signatures](#) section (see next page).

SUPPLEMENTAL DOCUMENTS

- ☐ **Prior License Disclosure Forms.** If 'yes' is selected for any of the [Prior License Information questions](#) under [Part 4](#), attach signed and completed [Prior License Disclosure Form](#). Also include forms and documentation of disciplinary resolution, if applicable.
- ☐ **License Cancellation Form.** If you currently have a license that you wish to cancel upon the issuance of a new license, complete and attach a [License Cancellation Form](#).
- ☐ **Felony Disclosure Forms.** If 'yes' is selected for any of the [Felony Charges questions](#) under [Part 4](#), attach signed and completed [Felony Disclosure Forms](#) and supporting documentation.
- ☐ **Unlicensed Activity Disclosure Forms.** If 'yes' is selected for any of the [Unlicensed Activity questions](#) under [Part 4](#), attach signed and completed [Unlicensed Activity Disclosure Forms](#) and documentation of remedial measures.
- ☐ **Letter Regarding Restricted License.** To obtain a restricted license approval an Applicant must have prior written approval from the Registrar. The Applicant must submit the letter from the Registrar approving a "restricted license," if applying for a restricted license.
- ☐ **Solar Warranty.** A copy of the solar warranty (if applying for a solar license)

PART 5: SIGNATURES

By signing below, each person certifies that the entire contents of this License Application Form, including all supplementary statements and materials attached, are true and correct, and that this application is not submitted with the intent to evade Chapter 10, Title 32 of the Arizona Revised Statutes. A.R.S. § 32-1154(A)(9). It is a violation of A.R.S. § 32-1154(A)(5) to make a misrepresentation of a material fact in obtaining a license.

Applicant

The person listed in [Part 1: Applicant Information](#) must sign this application.

Print Name

Signature

Date

Qualifying Party

The person listed in [Part 2: Qualifying Party](#) must sign this application.

Print Name

Signature

Date