



# North Carolina Licensing Board for General Contractors

## New Application Help: Getting Started

A North Carolina General Contractors License is required by those who plan to bid upon, construct, superintend or manage the construction of any building, highway, public utilities, grading or improvement of a structure costing \$30,000 or more.

**The Applicant:** The applicant is the entity applying for the license. You want to apply for the license under whichever entity/name you wish to practice general contracting in North Carolina. Licenses can be granted to individuals or companies, but licenses are only valid for work contracted in the exact name that is licensed. Licenses cannot be shared by separate legal entities. You cannot use an individual's license to conduct business as a corporation or LLC and vice versa.

**The Qualifier:** Qualifiers are the individuals who pass the exams on behalf of a license. Qualifiers are defined as responsible managing employees, officers, or members of the personnel who have passed the necessary exams on behalf of a license. Responsible managing employees and members of the personnel must be W-2 employees. Consultants or independent contractors cannot be used as qualifiers.

**License Classification:** The classification on the license is determined by the exams completed by the qualifiers. Each classification of license has its own exam and determines the type of work that can be performed with the license.

**License Limitation:** The license's limitation is based on the financial information demonstrated by the applicant/licensee and determines the maximum project dollar value that can be performed using the license.

### To obtain a license you must:

1. Submit the application for license to practice general contracting.
2. Meet a financial requirement based on the limitation of license.
3. Pass an examination based on the classification of license.
4. Obtain final Board approval.

### Application Process

1. The applicant completes the Application for License to Practice General Contracting in the State of North Carolina and submits the application to the Board.
2. The Board's staff will review applications for completeness and compliance with licensing requirements. This process can typically take up to 2 or 3 weeks but may vary depending on volume.
3. If corrections or more information is required, the Board's staff will contact the applicant using the contact information provided in the application. Email is the preferred method of communication and for submission of corrections.
4. When an application meets all necessary requirements and an exam is required, the exam candidate(s) will be mailed an exam eligibility letter. If all required exam(s) have already been passed, the application will proceed to step 6.

5. The candidate will schedule and take his/her exam with the exam vendor.
6. After exam(s) have been successfully passed, the information will be forwarded to the members of the Licensing Board for final review and approval. Lists for final review and approval are typically sent to the Board members twice a month.
7. Once the Board gives final approval, the license is granted and assigned a license number.