



## The Office of Secretary of State

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SECRETARY OF STATE

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DIRECTOR  
PROFESSIONAL LICENSING BOARDS

May 7, 2008

Dear County Officials:

The Georgia Secretary of State's Office is charged with administering the licensure of numerous professions through its Professional Licensing Board Division. Legislation signed into law in 2004 requires building contractors to obtain licensure from the Georgia State Board for General and Residential Contractors (the "Board") effective July 1, 2008.

This letter provides an overview of who must be licensed, requirements for licensure, and additional information to assist you in incorporating this new requirement within your jurisdiction's permitting and/or certificate of occupancy processes.

Please review the included informational flier for contractors covering licensure requirements, and application and examination information. I ask that you post the flier in a conspicuous place in your office and in any other county or municipal buildings for public access.

The following types of contractors must obtain a license from the Board by July 1, 2008:

- Residential-Basic Contractor (Those who perform contract work relative to detached one-family and two-family residences and one-family townhouses not over three stories in height.)
- Residential-Light Commercial Contractor (Those who perform contract work or activity related to multifamily and multiuse light commercial buildings and structures.)
- General Contractor (Those who perform unlimited contractor services in commercial construction, including private, public, institutional and industrial contracting.)

We have conducted an extensive outreach effort to make contractors, industry-related trade associations and county officials aware of the new licensing requirements and the relevant deadlines to obtain licensure. To date, over 17,000 applicants have obtained licensure. Additionally, several hundred individuals are proceeding with the examination process.

However, the Board believes there are still a number of individuals engaged in contracting activities who have not yet applied for licensure. With the July 1 license deadline rapidly approaching, I would appreciate your assistance in reaching contractors who may be unaware of the requirement for licensure.

The Board's website includes an extensive Frequently Asked Questions section that addresses testing and licensing requirements and procedures: [www.sos.ga.gov/plb/contractors](http://www.sos.ga.gov/plb/contractors).

County officials can verify a contractor's license status on the Secretary of State's website at <http://sos.georgia.gov/plb/contractors/>. Beginning July 1, residential and general contractors must be licensed before they can obtain building permits unless the scope of their work falls under specialty contractor services that are exempt from licensure under the law.

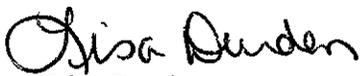
All unlicensed contractors who apply for a permit or certificate of occupancy after the deadline should be directed to the Secretary of State's Professional Licensing Boards website to initiate the licensure process.

Anyone who would like to file a complaint against a contractor can do so online at <http://sos.georgia.gov/plb/>. The complaints process is confidential. All complaints are thoroughly investigated by the Board. Should the Board decide to take disciplinary action against a licensee, they may issue a board order against the licensee. All public board orders against licensees may be found on the same website.

We understand the new licensing requirement may cause some confusion within your organization or office. Please do not hesitate to contact our office for additional information on residential and general contractor testing and license requirements.

Again, for more information about the new licensing requirement, including state law, Board rules and forms, please visit [www.sos.ga.gov/plb/contractors](http://www.sos.ga.gov/plb/contractors).

Thank you,



Lisa Durden

Executive Director

Georgia State Licensing Board for Residential and General Contractors

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