



Tennessee Board for Licensing Contractors
500 James Robertson Pkwy.
Nashville, TN 37243-1150
Telephone: (615) 532-3989 / Email: Contractor.App@tn.gov
Fax: (615) 532-2868 - <http://www.tn.gov/commerce/regboards/contractors/>

Fee: \$75 – Prof 1802
Xact#
File#

License Application Fee: \$75.00

___(1010)New

___(3010)Reinstatement (expired more than 90 days)

License ID#000___

Expiration Date _____

LIMITED LICENSED PLUMBER (LLP)

Name: _____ / Jr., Sr., II, III or IV
(Individual's Name – Not issued to business or company name) (Include if part of name)

Mailing Address: _____
(Include Physical Street Address, if P.O. Box is listed)

Telephone: (____)____ - ____ (City) (State) Cell: (____)____ - ____ FAX (____)____ - ____ (Zip)

Email Address: _____ @ _____

1. Convicted of a felony? ___No ___*Yes – *Applicant must disclose all convictions; attach copy of charge, place, court, action taken and proof of release from probation; provide a background investigation report from TBI; and a reference from parole officer. The Board must protect the safety and welfare of the public and may deny a license based on any conviction or failure to disclose. Cases are judged on merit, with respect to time, circumstances and seriousness. An applicant may be scheduled for an interview at the Board's regular scheduled meetings. (See page 12 for instructions)

2. Plumbing Experience: ___*Less than 1 year ___ 1 Year or More ___ 2 Years or More
*Must provide proof of one (1) year experience in order to obtain a license (TCA § 62-6-406)

3. Attach Proof of Plumbing Experience: ___Attached ___*Not Attached - Cannot obtain license
☐ Pages 3 and 4 – Attached (Experience Listed and Verification Form Completed); or
☐ Copy of Local Government Plumbing License - Attached (supply information below)

(Municipality/County) _____
(License/Registration#) Exam: Yes or No

4. Plumber Exam Score: _____ (Must attach copy of score)
☐ Copy of LLP plumber exam score attached
☐ Copy of plumber exam score or evidence provided from Tennessee local government

5. Attach Eligibility Verification: Must complete the citizenship status pursuant "Eligibility Verification for Entitlements Act" on page 10 (see pages 9 – 11) and attach to this application.

6. Sign, SS# and Notarize

I hereby certify, I am at least 18 years of age and the information submitted within this application is true and correct, to the best of my knowledge. I understand the Board may contact references listed to confirm experience. A Limited Licensed Plumber (LLP) cannot use the term "**contractor**". Further, all fees relative to the operation of plumbing work have been paid to the appropriate agencies as directed by statute T.C.A. 62-6-401.

√ _____
Signature

SS# ____ - ____ - ____

Affirmed, witnessed and subscribed before me this _____ day of _____, 20_____.

Notary Public My Commission Expires:

For Office Use

___ Approved - Date: _____ By: _____
___ Hold: ___ Exp ___ Exam ___ Felony ___ Notary
Other: _____
___ Contact Experience _____
___ Needs Board Review ___ Scheduled: ___ / ___ / ___
___ Issued ___ Ltr Sent for Add'l Info _____

Law T.C.A. § 62-6-402 - Plumbing work means: The construction, alteration, repair, improvement, movement, demolition, putting up, tearing down, or furnishing labor to install material or equipment within any residential or commercial building of all piping, fixtures, and appliances for the supply of gas, water, liquids or disposal of waster water or sewage; provided, that there is no intent to require licensure under this part for plumbing work performed outside a residential or commercial building, including but not limited to utility connections or irrigation systems. A LLP cannot split plumbing portions into phases or separate contracts to circumvent obtaining a contractor's license.

Fire Protection - Those performing work on fire protection and fire sprinkler systems, must register with the Fire Marshal's Office, Permits and Licenses Unit. More information may be obtained from their website at <http://www.tn.gov/commerce/sfm/index.shtml> or contact at: (615) 741-1322.

EXEMPTIONS (T.C.A. § 62-6-406)

- A State licensed plumbing contractor, with a CMC-A, MC-A, CMC, or MC classification is exempt from the LLP requirement;
- Modular home installer or retailer licensees performing plumbing work on a modular unit, in connection with a manufacturer's warranty;
- Employed as a plumber with a State licensed plumber or contractor;
- Licensed as a plumber within the county or municipality where performing plumbing work;
- Maintenance to install or repair home appliances when the labor is less than \$500 (T.C.A. § 62-6-402)
- Homeowner may perform plumbing on their own residence; or
- Working in one of the 15 exempt *counties where the LLP is not required (T.C.A. § 62-6-416):

***Exempt counties (effective January 1, 2006):** Benton, Decatur, Dickson, Giles, Henderson, Henry, Hickman, Humphreys, Lake, Lawrence, Lewis, Obion, Perry, Stewart and Weakley

Effective October 1, 2011 – Statewide Residential Codes and Inspections will be in place. More information at: <http://www.tn.gov/commerce/sfm/homebuilding/index.shtml>

INSTRUCTIONS

- ____ **1.** Please complete the application; **include SS#;** and sign before a **notary**. An incomplete application and failure to submit attachments of required information will delay issuance of license. **Attach page 10.**
- ____ **2.** **Attach** proof of one year plumbing experience by providing: **1)** Copy of local plumbing license; or, **2)** Notarized verification (page 3) with a list of experience (page 4).
- ____ **3.** LLP Plumbing Exam – **Attach** copy of score or evidence of exam passed with a Tennessee local municipality. Exam information is online at: <http://candidate.psiexams.com/>
 - Reinstatement of Expired LLP License – Plumbers may request a waiver of retaking the exam by providing pages 7 – 8. However, these will require Board review at their regular scheduled meetings.
- ____ **4.** **Attach *\$75.00** (two (2) year license fee) by check or money order payable to: **“State of Tennessee”** and mail to the following location:

Tennessee Board for Licensing Contractors – LLP
500 James Robertson Pkwy.
Nashville, TN 37243-1150

- ____ **5.** Contact the county or municipality in the area, prior to operating as a plumber, for their Licensing, permit and inspection requirements. A LLP is **NOT** exempt from local laws.

LLP applications are subject to experience verification. Those requiring Board approval will be reviewed at their regular scheduled meetings (*refer to website “Calendar” for dates*). ***Note: \$50 of the application fee is non-refundable!** Fees cannot be accepted at the Board's physical location; must deliver to Cashier's Office or mail to the address above.

The LLP is **NOT** exempt from **local licensing, permit and inspection requirements** enforced by municipalities, counties, codes offices or the Division of Fire Prevention. They may impose additional and stricter guidelines, including testing, inspections, and allowed to charge fees for permits. Always check with their office prior to starting a project. A LLP is not considered a contractor and cannot advertise as a plumbing contractor (T.C.A. § 62-6-403).

LIMITED LICENSED PLUMBER (LLP)
TENNESSEE BOARD FOR LICENSING CONTRACTORS
Mailing Address: 500 JAMES ROBERTSON PARKWAY
NASHVILLE, TENNESSEE 37243-1150
(800) 544-7693 or (615) 532-3989 or FAX - (615) 532-2868
<http://www.tn.gov/regboards/contractors/>

TO BE COMPLETED BY PLUMBERS WITHOUT A LOCAL LICENSE FOR EVIDENCE OF PLUMBING EXPERIENCE IN ORDER TO OBTAIN A LIMITED LICENSED PLUMBER (LLP) LICENSE (See TCA 62-6-406). Return to plumber for application.

EXPERIENCE / REFERENCE/OR LOCAL LICENSE VERIFICATION

(Plumber Applicant completes above section)

Plumber: _____ **License#:** _____ - _____ Not Applicable

Address: _____

Telephone:(____)____ - _____ **Cell:**(____)____ - _____ **Fax:**(____)____ - _____;

The above named applicant is required to submit proof of plumbing experience in the State of Tennessee as a requirement to obtain a Limited Licensed Plumber (LLP) license. A plumber must have at least one (1) year in order to qualify for a LLP license. Our Board appreciates your time and cooperation for your assistance. You may be contacted, as references listed for experience are checked randomly.

PAST EMPLOYER/CUSTOMER/CONTRACTOR OR LICENSE AGENCY COMPLETES PORTION BELOW

BY:	CONTACT INFORMATION:
____ Employer/Past Client	Name: _____ Telephone: _____
____ Local Licensing Agency	
____ Contractor - Lic ID#	Address: _____

Type of License: ____ Master ____ Journeyman ____ Apprentice ____ Not Applicable ____ Other: _____
Date of Original License or Employment: _____; Exp/End Date: _____ N/A ____

Licensed By:

- ☐ Exam - Type & Score: _____ Date _____
☐ Endorsement- State/City/County _____
☐ Not Applicable: _____

It is my opinion and to the best of my knowledge, the above named plumber applicant has the following amount of plumbing experience in the following areas:

____ All Plumbing; ____ Gas Piping; ____ Irrigation ____ Utility Connections; ____ Waste Water
____ Other _____
____ Less than one (1) year; ____ One (1) Year or More; ____ More than two (2) Years ____ Not Available;

(To be signed by person verifying plumber's experience)

Signature of Verifier

Affirmed, witnessed and subscribed before me this _____ day of _____, 20____.

My Commission Expires: _____

Notary Public

(Seal)

(Please return form to the plumber applicant; to be submitted as part of application)

Plumbing Work Experience

Name of Employer/Customer: _____

Address: _____
(Mailing Address) (City) (State) (Zip Code)

Contact Person: _____ Telephone: _____ Fax: _____

Date of Employment: _____ to _____ Total: _____ / _____ / _____
(Beginning) (End) Years/Months/Weeks

Type of Plumbing Work: ___ Residential; ___ Commercial; ___ Irrigation ___ Sewage;
___ Other: _____

Name of Employer/Customer: _____

Address: _____
(Mailing Address) (City) (State) (Zip Code)

Contact Person: _____ Telephone: _____ Fax: _____

Date of Employment: _____ to _____ Total: _____ / _____ / _____
(Beginning) (End) Years/Months/Weeks

Type of Plumbing Work: ___ Residential; ___ Commercial; ___ Irrigation ___ Sewage;
___ Other: _____

Name of Employer/Customer: _____

Address: _____
(Mailing Address) (City) (State) (Zip Code)

Contact Person: _____ Telephone: _____ Fax: _____

Date of Employment: _____ to _____ Total: _____ / _____ / _____
(Beginning) (End) Years/Months/Weeks

Type of Plumbing Work: ___ Residential; ___ Commercial; ___ Irrigation ___ Sewage;
___ Other: _____

Name of Employer/Customer: _____

Address: _____
(Mailing Address) (City) (State) (Zip Code)

Contact Person: _____ Telephone: _____ Fax: _____

Date of Employment: _____ to _____ Total: _____ / _____ / _____
(Beginning) (End) Years/Months/Weeks

Type of Plumbing Work: ___ Residential; ___ Commercial; ___ Irrigation ___ Sewage;
___ Other: _____

(Experience Information is Checked Randomly for Compliance)

LLP - LIMITED LICENSED PLUMBING EXAM

# of Question	% Required to Pass	Time Allowed
40	73%	120 minutes

CONTENT OUTLINE

Subject Area	# of Items
General Knowledge and Math	5
General Requirements (not including Gas) - Administrative, Structural, Backflow, Materials and Supports, Joints and Connections, Storm Drains, Testing	4
Water Supply and Distribution	4
Fixtures, including Water Heaters	2
Drain, Waste, and Vent Systems, including Indirect and Special Waste	10
Traps, Cleanouts, and Interceptors	2
Isometric Analysis	7
Gas Appliances and Piping	4
OSHA Safety	2

REFERENCE LIST

The reference materials listed below were used to prepare the questions for this examination. The examination may also contain questions based on trade knowledge or general industry practices. **Except for Code books**, you can use later editions of references as they become available. For Code questions, the examination will be based **only** on the edition of the Code book that is listed.

Candidates may use a silent, nonprinting, non-programmable calculator in the examination center.

This examination is OPEN BOOK. As of July 1, 2011, exam cost is \$55.00.

The following reference materials are allowed in the examination center:

- *International Plumbing Code*, 2006, International Code Council, (800) 786-4452, www.iccsafe.org
- *International Fuel Gas Code*, 2006, International Code Council, (800) 786-4452, www.iccsafe.org
- *Mathematics for Plumbers and Pipefitters*, 6th Edition, 2004
- *Code of Federal Regulations* - 29 CFR Part 1926 Revised as of 2004 or later (OSHA), Superintendent of Documents, (888) 293-6498, www.osha.gov-**OR**- *Code of Federal Regulations* - 29 CFR Part 1926 Selections as of 2003 by PSI, (800) 733-9267, (See order form at the end of this bulletin.)

Candidates are responsible for bringing their own references to the examination center. Reference materials may be highlighted, underlined, and/or indexed prior to the examination session. However, references may not be written in. Any candidate caught writing in the references during the examination will have the references confiscated and will be reported to the Department. Furthermore, candidates are not permitted to bring in any additional papers (loose or attached) with their approved references. Any additional materials will be removed from the references and confiscated.

This is a partial outline of the exam information to be offered by PSI, Inc!! Go online at: www.psiexams.com for up to date information at the category of TN Construction "Candidate Information Bulletin" or download from our website at: <http://www.tn.gov/commerce/boards/contractors/>

Check PSI's website for updates to code books and pricing!

Workers' Compensation Insurance

Proof of insurance is not required to be supplied with your Limited Licensed Plumber (LLP) application. However, please check with the Department of Labor and Workforce Development for questions concerning insurance requirements or review online at:

<http://www.state.tn.us/labor-wfd/wcomp.html>

Plumbers as the owner (not for your employees) may obtain a worker's compensation insurance exemption by registering as a "Construction Services Provider" with the Secretary of State's office at:

<http://tnbear.tn.gov/wc/>

Employees Paid as Independent Contractors

Your employer may be in violation if you are an employee and being paid as an independent contractor. To confirm or report violations of employee misclassification, you may do so anonymously at: <http://tn.gov/labor-wfd/EMEETF/>

Business Tax Licenses

In addition to state and local codes licenses, a local "Business" license is required by the city and/or county. More information is at: <https://apps.tn.gov/bizreg/>

Permits

The following are municipalities in which we are aware, may have their own license issuing agency for permits and inspections. Generally, they do not accept the Limited Licensed Plumber (LLP) license and you may be required to obtain their local license and pass their plumbing exam.

City of Athens – McMinn County
City of Chattanooga – Hamilton County
City of Humboldt – Gibson County
City of Jackson – Madison County
City of Johnson City – Washington County
City of Kingsport – Sullivan County
City of Knoxville – Knox County
City of LaFollette – Campbell County
City of Nashville – Davidson County
City of Maryville – Blount County
City of Memphis – Shelby County
City of Morristown – Hamblen County
City of Murfreesboro – Rutherford County
City of Oak Ridge – Anderson County
City of Sparta – White County

- Always check with the local municipality for their individual license requirements. Their contact information may be obtained at: <http://tn.gov/local/>
- Effective October 1, 2011, please check for new permit requirements relative to the statewide building code. More information is at: <http://www.tn.gov/commerce/sfm/homebuilding/index.shtml>

Federal Tax ID (FEIN or EIN)

Check with the IRS at: <https://sa1.www4.irs.gov/modiein/individual/index.jsp>

REINSTATEMENT OF EXPIRED LICENSE REQUESTS

REQUEST TO WAIVE LLP EXAM

License ID# _____ Expired: _____

To be completed by those requesting waiver of the LLP Exam for Reinstatement of their expired license. Those with exam scores are not required to be complete or be reviewed by the Board (unless felony convictions, complaints, etc.) A plumber applying for reinstatement of a license expired 90 days or more, may request waiver taking the LLP exam by completing the below information and providing a reference from an inspector or codes official. Note: If the LLP licensee was grandfathered without an exam, the Board would review the request at their regularly scheduled Board meetings (see the "Calendar" on the Board's website).

Certifications/Licenses/Examinations

Please list and attach copies of any certifications, exam scores, training or licenses with local codes/permit offices:

1. _____
2. _____
3. _____

Number of Employees:

____ None – Work directly for the owner or as a subcontractor

____ None at this time; plan to hire

____ Employees: _____

Please explain why LLP expired:

____ - Did not receive renewal/ mailing address changed - _____

____ - Illness - _____

____ - Prior employment did not require license - _____

____ - Other - _____

____ - Letter of explanation attached

Print Name

Signature

Date

Exam waiver requests for reinstatements are reviewed by the Board at their regularly scheduled meetings in January, March, May, July, September and November. Please submit your waiver request and reference by the end of the month prior to the meeting. To confirm issuance, please review at: <http://verify.tn.gov/> (listed as "Individuals")

Applicable to Reinstatement applicants, only!

REFERENCE FROM PAST CUSTOMER or INSPECTOR
(To be completed for LLP's expired over 3 months and requesting exam waiver)

Plumber's Name: _____
(Name of Applicant)

Address: _____

The above named individual is applying for license as a Limited Licensed Plumber (LLP) with the State of Tennessee. Please give any information regarding their work and experience.

1. How long have you known the individual? _____

2. Describe the type(s) of plumbing work performed:

___ Residential ___ Commercial ___ Industrial ___ HVAC

3. What type of equipment was installed (if any): _____

4. Do you recommend this individual to be approved for a license without an exam? Explain:

5. Other Comments: _____

Reference Completed by:

Name: _____ Company _____

Address: _____
(Street Address/P.O. Box) (City) (State) (Zip Code)

Telephone: (____) - ____ - ____ or (____) - ____ - ____

(Signature)

(Date)

(Please return completed reference to the plumber to be added to their application)



**STATE OF TENNESSEE
DEPARTMENT OF COMMERCE AND INSURANCE
REGULATORY BOARDS DIVISION
500 JAMES ROBERTSON PARKWAY
DAVY CROCKETT TOWER
NASHVILLE, TENNESSEE 37243**

Eligibility Verification for Entitlements Act Attestation Instructions

INSTRUCTIONS: If you are a natural person applying for a license, registration, certification or other benefit you must:

1. Attest, under penalty of perjury, to your status as either a United States citizen, a qualified alien as defined in Tennessee's Eligibility Verification for Entitlements Act, or a foreign national not physically present in the United States, by selecting your status in Part A below signing on the line labeled "Applicant's Signature," printing your name on the line labeled "Printed Name" and putting the current date on the line labeled "Date."

AND

Do one (1) of the following:

2. If you are claiming United States citizenship, present one (1) of the forms of identification provided for in Part B below. **If you provided your Social Security Number as part of your application for licensure, registration, certificate or other benefit, no additional documentation is required; however, please be aware that efforts may be made to verify any such number.**
3. If you are claiming qualified alien status, present two (2) forms of documentation of identity and immigration status, as determined by the United States Department of Homeland Security to be acceptable for verification through the SAVE program, as provided in Part C below.
4. If you are claiming qualified alien status but you are unable to present two (2) forms of documentation provided for in Part C of this form, then you shall present at least one (1) such document that shall then be verified through the SAVE program.
or
5. If you are claiming you are foreign national not physically present in the United States, contact the program issuing the license, registration, certification or other benefit for which you are applying to provide such documentation as may be required to verify such status.

Eligibility Verification for Entitlements Act Attestation

Part A. Eligibility Verification for Entitlements Act Attestation

I hereby attest under penalty of perjury that I am (select one):

- _____ A United States citizen;
- _____ A qualified alien as defined in Tenn. Code Ann. § 4-58-102;1
- _____ A foreign national not physically present in the United States. Further, I understand that should I ever become physically present in the United States while I hold this license, registration, certification or other benefit I agree to immediately contact the issuing agency and provide documentation to confirm my status as a qualified alien.

Applicant's Signature

Printed Name

Date

Submitting false information or omitting pertinent or material information in connection with this application or any violation of the Eligibility Verification for Entitlements Act may result in the revocation of any license, registration, certification or other benefit issued to the applicant. A person who willfully makes a false, fictitious or fraudulent statement or representation of United States citizenship may be prosecuted under 18 U.S.C. § 911 and/or the False Claims Act, T.C.A. §§ 4-18-101, *et seq.*

Eligibility Verification for Entitlements Act Additional Required Documentation

1 Qualified alien means "A qualified alien as defined by 8 U.S.C. § 1641(b)" or "An alien or nonimmigrant eligible to receive state or local public benefits under 8 U.S.C. § 1621(a)." Pursuant to those statutes, this includes, but is not necessarily limited to:

- An alien who is lawfully admitted for permanent residence under the Immigration and Nationality Act [8 U.S.C. § 1101 et seq.];
- An alien who is granted asylum under section 208 of the Immigration and Nationality Act [8 U.S.C. § 1158];
- A refugee who is admitted to the United States under section 207 of the Immigration and Nationality Act [8 U.S.C. § 1157];
- An alien who is paroled into the United States under section 212(d)(5) of the Immigration and Nationality Act [8 U.S.C. § 1182(d)(5)] for a period of at least 1 year;
- An alien whose deportation is being withheld under section 243(h) of the Immigration and Nationality Act [8 U.S.C. § 1253] (as in effect immediately before the effective date of section 307 of division C of Public Law 104-208) or section 241(b)(3) of the Immigration and Nationality Act [8 U.S.C. § 1231(b)(3)] (as amended by section 305(a) of division C of Public Law 104-208);
- An alien who is granted conditional entry pursuant to section 203(a)(7) of the Immigration and Nationality Act [8 U.S.C. § 1153(a)(7)] as in effect prior to April 1, 1980;
- An alien who is a Cuban and Haitian entrant (as defined in section 501(e) of the Refugee Education Assistance Act of 1980);
- A nonimmigrant under the Immigration and Nationality Act [8 U.S.C. §§ 1101, *et seq.*];
- An alien who is paroled into the United States under section 212(d)(5) of the Immigration and Nationality Act [8 U.S.C. § 1182 (d)(5)] for less than one year.

Part B. If you are claiming United States citizenship, you must present one (1) of the following:

- A valid Tennessee driver license or photo identification license issued by the Department of Safety;
- A valid driver license or photo identification license from another state where the issuance requirements are at least as strict as those in Tennessee, as determined by the Department of Safety;
- An official birth certificate issued by a state, jurisdiction or territory of the United States, including Puerto Rico, United States Virgin Islands, Northern Mariana Islands, American Samoa, Swains Island, or Guam; provided that Puerto Rican birth certificates issued before July 1, 2010, shall **not** be recognized;
- A United States government-issued certified birth certificate;
- A valid, unexpired United States passport;
- A United States certificate of birth abroad (DS-1350 or FS-545);
- A report of birth abroad of a citizen of the United States (FS-240);
- A certificate of citizenship (N560 or N561);
- A certificate of naturalization (N550, N570 or N578);
- A United States citizen identification card (I-197, I-179);
- Any successor document of those listed at Tenn. Code Ann. §§ 4-58-103(c)(4)-(9); or
- **A social security number that may be verified with the Social Security Administration in accordance with federal law (if you provided your social security number as part of your application for licensure, no additional documentation is required; however, please be aware that efforts may be made to verify any such number).**

Part C. If you are claiming qualified alien status, you must present two (2) forms of documentation of identity and immigration status, as determined by the United States Department of Homeland Security to be acceptable for verification through the SAVE program. Such forms of identification may include:

- I-327 (Reentry Permit);
- I-551 (Permanent Resident Card);
- I-571 (Refugee Travel Document);
- I-766 (Employment Authorization Card);
- Certificate of Citizenship;
- Naturalization Certificate;
- Machine Readable Immigrant Visa (with Temporary I-551 Language);
- Temporary I-551 Stamp (on passport or I-94);
- Unexpired Foreign Passport;
- WT/WB Admission Stamp in Unexpired Foreign Passport
- I-20 (Certificate of Eligibility for Nonimmigrant (F-1) Student Status);
- DS-2019 (Certificate of Eligibility for Exchange Visitor (J-1) Status);
- Any other document determined by the U.S. Department of Homeland Security to be acceptable through the Systematic Alien Verification for Entitlements (SAVE) program created pursuant to the federal Immigration Reform and Control Act of 1986.

Part D. If you are claiming qualified alien status, but you are unable to present two (2) forms of documentation as described in Part C, then you shall present at least one (1) such document as described in Part C, which shall then be verified through the SAVE program.

Part E. If you are claiming that you are a foreign national not physically present in the United States, please contact the program issuing the license, registration, certification or other benefit for which you are applying to provide such documentation as may be required to verify such status.

DISCLOSURES - FELONY CONVICTION/JUDGMENT/DISCIPLINE/COMPLAINTS

All license applicants (new and renewal) must disclose felony convictions, history of complaints (open, closed, or dismissed), judgments (paid, pending, under appeal, or unpaid), and any disciplinary action taken from any licensing or permitting agencies (state, including out-of-state, and local government).

Disclosure does **not** prevent someone from obtaining a license; however, it does require the Board to review to ensure the public is protected. If not fully disclosed, it is grounds to deny issuance of a license or revoke. The Board is charged with protecting the safety and welfare of the public and they will judge each individual case on merit, with respect to time, circumstances and seriousness. The written statement explaining details of should be very clear, thorough, as to the disclosure. If too vague with unanswered issues, the Board may hold for additional information, which could further delay the decision, or deny.

Part 1. Convicted of a Felony

If you have been convicted of a felony in any jurisdiction (Tennessee or any state), this requires disclosure and providing information regarding the felony(s) for the Board to review. The applicant must provide the following:

- 1. Written statement from you explaining conviction with the following information:**
 - i. Age at time of conviction
 - ii. Description of crime
 - iii. Activities that lead to conviction
 - iv. Improvements, changes or clean criminal history since conviction
- 2. A copy of the official charging document (court order)**
 - i. Proof of sentence, amount of time served, probation time; and disposition (final outcome)
- 3. Proof of release from probation** (at least one year is required)
- 4. Character Reference** (from parole officer, pastor, etc.)
- 5. Background Report of [Tennessee Criminal History](#) from Tennessee Bureau of Investigation (TBI)**
 - i. If you have resided in this state for less than 5 years, also include a report from prior state of residence or the state in which you were convicted.

Part 2. Judgments/Discipline/Complaints

If you have complaints (open, closed or dismissed) with the Board; or construction related liens/judgments (paid; unpaid; pending or appealed) from court; or disciplinary action taken by another licensing or permit agency (state, out-of-state, or local government) or court, please provide an explanation, as well as the findings or status.

- *Supply attachment with description (Judgment, Discipline or Complaint); Name of Agency or Court with their Action; Findings; and Status (closed; paid; payment plan, etc.)*