



HOME BUILDERS  
LICENSURE BOARD

www.hblb.alabama.gov

P.O. Box 303605 • Montgomery, Alabama 36130-3605 / Overnight Delivery: 445 Herron Street • Montgomery, Alabama 36104  
Telephone (334) 242-2230 / Facsimile (334) 263-1397

2014 RENEWAL  
INACTIVE LICENSE APPLICATION  
(INDIVIDUALS)

(Date Stamp)	OFFICE USE ONLY	Check No. _____
		Amount Paid _____
		(No charge for building official)

Review the information in the box below. If the information is incorrect, please provide the correct information in the space below.

Mailing Address \_\_\_\_\_

City \_\_\_\_\_ County \_\_\_\_\_ State \_\_\_\_ Zip \_\_\_\_\_

Business Phone (\_\_\_\_\_) \_\_\_\_\_ Cellular Phone (\_\_\_\_\_) \_\_\_\_\_

Fax (\_\_\_\_\_) \_\_\_\_\_ E-mail Address \_\_\_\_\_

**INSTRUCTIONS:** Please type or print in ink all information. Facsimile transmissions will not be accepted. All questions on the front and back of this application must be answered completely. Use additional sheets if necessary. The annual inactive license fee is \$100. Make check, cashier's check, certified check, or money order payable to the Home Builders Licensure Board. **Your fee must be paid before your application is processed. The deadline for renewal applications is November 30, 2013.** A \$50.00 late fee must accompany any renewal application postmarked on or after December 1, 2013. **Your 2013 license expires December 31, 2013.**

**NOTICE:** Holding an inactive license does not allow you to engage in any residential construction activity for which a license is required. Your inactive license application must be filed prior to the date your current license expires. Inactive licenses must be renewed annually.

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**SECTION 1: BUILDING OFFICIALS**

**(To be completed by Building Officials only. You must mark either A or B.)**

I am a Building Official or Building Inspector.

I am an employee of \_\_\_\_\_ jurisdiction.

**ATTACH PROOF OF EMPLOYMENT AS A BUILDING OFFICIAL OR BUILDING INSPECTOR.**

By virtue of employment, I am exempt or prohibited from holding a license;

— AND —

**A** I currently hold the following S.B.C.C.I. or I.C.C. certification: **ATTACH A COPY OF CERTIFICATE:**

- Certified/Chief Building Official
- Building Inspector
- Deputy Building Official
- Residential Building Inspector
- Property Maintenance and Housing Inspector
- Housing Inspector
- Plan Reviewer
- Building Plans Examiner
- Design Professional

— OR —

**B** I do not maintain any of the above certifications. I hereby request to submit evidence to the Board to demonstrate that I possess sufficient building qualifications and experience to receive a license.

**SECTION 3: CITIZENS and ALIENS LAWFULLY PRESENT**

This section to be completed in compliance with *Ala. Code* § 34-14A-7 and *Ala. Code* §§ 31-13-7, 29, which provides that an alien’s lawful presence in the United States may be verified through SAVE.

This renewal application **will not** be processed until the **requested documentation** is received by the Board.

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Yes  No **1. Are you a citizen of the United States?**

If **“YES,”** please read the declaration below, sign, and provide a legible copy of any one of the documents listed below.

If **“NO,”** see question 2, below.

- 1) Driver’s License or Nondriver’s Identification Card
- 2) Birth Certificate
- 3) Pertinent pages of a valid or expired United States passport (must identify person and show passport number)
- 4) United States naturalization documents or the number of the certificate of naturalization
- 5) Other documents or methods of proof of United States citizenship issued by the federal government pursuant to the Immigration and Nationality Act of 1952, as amended.
- 6) Bureau of Indian Affairs card number, tribal treaty card number, or tribal enrollment number
- 7) Consular report of birth abroad of a citizen of the United States of America
- 8) Certificate of citizenship issued by the United States Citizenship and Immigration Services
- 9) Certification of report of birth issued by the United States Department of State
- 10) American Indian Card with KIC classification, issued by the United States Department of Homeland Security
- 11) Final adoption decree showing the person’s name and United States birthplace
- 12) Official United States military record of service showing the applicant’s place of birth in the United States
- 13) An extract from a United States hospital record of birth created at the time of the person’s birth indicating the place of birth in the United States
- 14) AL-verify
- 15) Valid Uniformed Services Privileges and Identification Card
- 16) Any other form of identification that the Alabama Department of Revenue authorizes . . . to be used to demonstrate or confirm a person’s United States citizenship or lawful presence in the United states, provided that the identification requires proof of lawful presence in the United States as a condition of issuance.

***I hereby declare that I am a citizen of the United States of America.***

**I sign this declaration under penalties of perjury;** making a false, fictitious, or fraudulent statement or representation in this declaration is perjury in the second degree pursuant to *Ala. Code § 13A-10-102.*

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Printed Name of Applicant

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Signature of Applicant

Yes  No **2. If you are *not* a citizen of the United States, are you an alien who is *lawfully present* in the United States?**

If **“YES,”** please read the declaration below, sign, and provide a legible copy of any one of the documents listed below.

- 1) Valid, unexpired Alabama driver’s license
- 2) Valid, unexpired Alabama nondriver identification card
- 3) Valid tribal enrollment card or other form of tribal identification bearing a photograph or other biometric identifier
- 4) Any valid United States federal or state government issued identification document bearing a photograph or other biometric identifier, including a valid Uniformed Services Privileges and Identification Card if issued by an entity that requires proof of lawful presence in the United States before issuance
- 5) Foreign passport with an unexpired United States Visa and a corresponding stamp or notation by the United States Department of Homeland Security indicating the bearer’s admission to the United States
- 6) Foreign passport issued by a visa waiver country with the corresponding entry stamp and unexpired duration of stay annotation or an I-94W form by the United States Department of Homeland Security indicating the bearer’s admission to the United States

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Printed Name of Applicant

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Signature of Applicant

*(Continued on page 4)*

**SECTION 3: OATH AND RELEASE FOR INDIVIDUALS**

I solemnly swear or affirm that I am the person referred to in this application; that the statements made herein and on the attachments hereto are accurate, complete, and true to the best of my knowledge; that the information provided and statements made on all applications continue to be accurate, complete and true to the best of my knowledge, except as otherwise reported on this application; and further, that if granted an inactive license renewal by the Home Builders Licensure Board, I shall abide by all laws relating to residential home builders and the rules adopted by the Board.

I hereby authorize any individual, company, or institution with whom I have been associated to release to the Home Builders Licensure Board all information and records as are necessary to verify or contradict the information provided in this application.

\_\_\_\_\_  
Printed Name of Applicant

\_\_\_\_\_  
Signature of Applicant

Social Security Number of Applicant

Provide Last 4 Digits: XXX - XX - \_\_\_\_\_

(Disclosure mandatory under the Alabama Child Support Reform Act of 1997, Act 97-447, Ala. Code § 30-3-1994 (1997 Cum. Supp.) to be used for the purposes described therein.)