



STATE OF RHODE ISLAND AND PROVIDENCE PLANTATIONS

(401) 222-1270

**DIVISION OF CAPITAL PROJECTS AND PROPERTY
MANAGEMENT**

TDD (401) 222-6334

FAX (401) 222-1940

WWW.CRB.STATE.RI.GOV

DEPARTMENT OF ADMINISTRATION
BUILDING CODE COMMISSION

CONTRACTORS' REGISTRATION AND LICENSING BOARD

ONE CAPITOL HILL

PROVIDENCE, RI 02908-5859

CONTRACTORS' REGISTRATION APPLICATION

1.) **OWNERSHIP: PLEASE PLACE A CHECK MARK IN THE CORRECT BOX.**

A. <input type="checkbox"/> INDIVIDUAL PROPRIETOR REGISTRATION FEE \$200.00 2 YEARS	B. <input type="checkbox"/> PARTNERSHIP REGISTRATION FEE \$200.00 2 YEARS * ADDITIONAL CARDS ISSUED TO PARTNERS \$20.00 EACH	C. <input type="checkbox"/> CORPORATION OR LLC REGISTRATION FEE \$200.00 2 YEARS * ADDITIONAL CARDS ISSUED TO OTHER OFFICERS \$20.00 EACH	D. <input type="checkbox"/> RESIDENTIAL <input type="checkbox"/> COMMERCIAL <input type="checkbox"/> BOTH
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ALL REGISTRATIONS EXPIRE ON THE FIRST OF THE MONTH.

PRINT/TYPE YOUR NAME AND BUSINESS NAME EXACTLY AS THEY WILL APPEAR ON THE REGISTRATION.

DRIVERS LICENSE STATE _____ NO. _____ REGISTRATION NO. _____
(OFFICE USE ONLY)

NAME: _____ BIRTH DATE _____
(PRINCIPLE RESPONSIBLE)

ADDRESS (P.O. BOXES NOT ACCEPTABLE) _____

HOME TELEPHONE NUMBER _____ BUSINESS TELEPHONE NUMBER _____ CELLUAR TELEPHONE NUMBER _____

BUSINESS NAME _____

MAILING ADDRESS OF BUSINESS _____ CITY _____ STATE _____ ZIP CODE _____

AUTHORIZED REPRESENTATIVE _____ ISSUANCE DATE OF COPRPORATION _____

LIST NAME AND ADDRESS OF ALL PARTNERS OR CORPORATE OFFICERS

NAME(S)	ADDRESS	DATE OF BIRTH	DRIVER'S LICENSE NO.

CORPORATIONS MUST BE FILED WITH THE SECRETARY OF STATE'S CORPORATION DIVISION PRIOR TO FILING WITH THE CONTRACTORS' REGISTRATION BOARD.

COPY OF FILED CORPORATE PAPERS REQUIRED

2.) PRIMARY BUSINESS:
DO YOU PRIMARILY PERFORM (CHECK ONE): NEW CONSTRUCTION REMODELING SUB-CONTRACTOR
 OTHER _____

3.) **REQUIRED CONTINUING EDUCATION AFFIDAVIT ATTACHED (must be notarized)**
R.I. GEN.LAW 5-65-5(7)(e)(f)

	YES	NO
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- 4.) **REQUIRED LIABILITY INSURANCE:** YOU ARE REQUIRED TO HAVE IN EFFECT. THROUGHOUT THE PERIOD OF REGISTRATION, PUBLIC LIABILITY AND PROPERTY DAMAGE INSURANCE IN THE FOLLOWING MINIMUM AMOUNT \$500,000.00 COMBINED SINGLE LIMIT, BODILY INJURY, AND PROPERTY DAMAGE. FAILURE TO CARRY THIS INSURANCE WILL RESULT IN TERMINATION OF YOUR REGISTRATION. A CERTIFICATE OF INSURANCE MUST BE SUBMITTED WITH THIS APPLICATION, AND MUST INDICATE THAT THE CONTRACTORS' REGISTRATION AND LICENSING BOARD WILL BE NOTIFIED BY THE INSURANCE CARRIER UPON CANCELLATION OF THE REGISTRANT'S INSURANCE POLICY.

I HEREBY ACKNOWLEDGE THAT MY GENERAL LIABILITY INSURANCE HAS BEEN OBTAINED TO COVER ALL ASPECTS OF THE BUILDING TRADE WORK PERFORMANCE.

SIGNATURE

NAME OF LIABILITY INSURANCE CARRIER

POLICY NUMBER

INSURANCE AGENCY NAME

TELEPHONE NUMBER

AGENCY ADDRESS

- 5.) EMPLOYER ACCOUNTS: DO YOU NOW HAVE, OR DO YOU PLAN TO HIRE, EMPLOYEES?
IF "YES" GIVE THE FOLLOWING ACCOUNT NUMBERS:

WORKERS' COMPENSATION NUMBER
(REQUIRED FOR ONE (1) OR MORE EMPLOYEES)

UNEMPLOYMENT ACCOUNT NUMBER
(CALL 222-3696)

FEDERAL EMPLOYER ID NUMBER

- 6.) CURRENT/PREVIOUS REGISTRATIONS: IF YOU HAVE BEEN LICENSED OR REGISTERED AS A CONTRACTOR IN THE PAST. LIST THE STATE, YOUR PREVIOUS REGISTRATION/LICENSE NUMBER(S) AND/OR BUSINESS NAME(S) USED:

- 7.) BUILDING SPECIALITIES: FOR CONSUMER INFORMATION PURPOSES, PLEASE LIST YOUR PRIMARY SPECIALIST AS A CONTRACTOR, SUCH AS: GENERAL CONTRACTOR, ROOFER, CONCRETE, FRAMES, FINISH CARPENTER, ETC.

A.) _____ B.) _____ C.) _____

- 8.) HOW LONG HAVE YOU BEEN IN THIS TYPE OF BUSINESS? _____

- 9.) **SIGN IN THE PRESENCE OF NOTARY:** I HEREBY VERIFY THAT ANY CORPORATION INCLUDED IN THIS APPLICATION HAS BEEN RECORDED WITH THE SECRETARY OF STATE CORPORATION DIVISION AND APPROVED FOR USE BY THE APPLICANT. I HEREBY VERIFY THAT EFFECTIVE THIS DATE AND FOR AS LONG AS THIS CONTRACTORS' REGISTRATION AND LICENSING BOARD IS IN EFFECT, I HAVE AND WILL CONTINUE TO CARRY THE REQUIRED LIABILITY INSURANCE. I HEREBY VERIFY THAT TO THE BEST OF MY KNOWLEDGE, ALL KNOWLEDGE, ALL STATEMENTS ON THIS FORM ARE COMPLETE TRUE AND CORRECT AND ACCURATE.

SIGNATURE OF OWNER, PARTNER, OR CORPORATE OFFICER

DATE

PRINT NAME OF OWNER, PARTNER, CORPORATE OFFICER

SIGNED OR ATTESTED BEFORE ME ON

STATE OF _____ COUNTRY OF _____

- 10.) MY COMMISSION EXPIRES _____ NOTARY PUBLIC _____
SEND THIS APPLICATION AND THE APPROPRIATE FEE (A, B, & C \$200.00) TO THE DEPARTMENT OF ADMINISTRATION, CONTRACTORS REGISTRATION AND LICENSING BOARD ONE CAPITAL HILL, PROVIDENCE, RI 02908, and REGISTRATION CARD WILL BE PROCESSED AT THAT TIME. ADDITIONAL \$20.00 FEE FOR PARTNERS IN ITEM (1B) OR CORPORATE OFFICERS IN ITEM (1C) MUST ACCOMPANY APPLICATION.

NOTE: ANY PERSON, WHO VIOLATES A FINAL ORDER OF THE BOARD, OR FAILS TO REGISTER AS A CONTRACTOR AS STIPULATED, AND UPON PROPER WRITTEN NOTIFICATION, SHALL BE DEEMED GUILTY OF A MISDEMEANOR.

* ALL RENEWALS ARE DUE ON THE 1ST OF THE RENEWAL MONTH. A LATE FEE OF \$25.00 WILL BE APPLIED AFTER THE DUE DATE, PLUS \$5.00 PER MONTH IF THE REGISTRATION WAS NOT SURRENDERED!



STATE OF RHODE ISLAND AND PROVIDENCE PLANTATIONS
DIVISION OF CAPITAL PROJECTS AND PROPERTY MANAGEMENT

DEPARTMENT OF ADMINISTRATION
BUILDING CODE COMMISSION
CONTRACTORS' REGISTRATION AND LICENSING BOARD ONE CAPITOL HILL
PROVIDENCE, RI 02908-5859
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AFFIDAVIT

I, _____, being duly sworn, hereby depose and state that I have
(print your name)
read and will abide by the following provisions, understanding that the foregoing highlights significant aspects of the Registration Act, but does not represent the law in its entirety:

1. All contracts exceeding **\$1,000.00** in value must be in writing and must contain the following:
 - a. A **right of rescission** clause (if applicable). *See* R.I.G.L. § 5-65-3 (p);
 - b. **Mechanics lien notice**: requires that all written contracts entered into between a property owner and a contractor must contain a statement that the contractor, sub contractor or material supplier may file a lien pursuant to the Rhode Island Mechanics Lien Act at Ch. 28 title 34 of the R.I. Gen Laws *See* R.I.G.L. § 5-65-18;
 - c. A location, on or near the signature line, in which the parties to the agreement initial that they have received certain **consumer education materials**, including a notice of possible mechanics lien. *See* R.I.G.L. § 5-65-3(o).
2. **Permits** must be secured as required by the Rhode Island State Building Code prior to commencing work. *See* R.I.G.L. § 5-65-3(m).
3. Any person, or contractor, registered or not, who **uses another's registration**, or authorizes the use of their registration by another, is subject to a fine. *See* R.I.G.L. § 5-65-10 (3)(h).
4. The violation of a final order of the Board is a **misdemeanor offense** and the violation of three (3) or more final orders of the Board may be prosecuted as a **felony**. *See* R.I.G.L. § 5-65-19(a) & (c).
5. Fines and penalties payable to and for the benefit of a governmental unit may constitute a **non-dischargeable debt in a bankruptcy proceeding**. *See* Bankruptcy Code § 523(a)(7).
6. Should the board, pursuant to its investigatory powers (*See* R. I.G.L. §5-65-16(c)), **subpoena financial documents** from an individual or his/her business, any suspicion of nondisclosure or improper record keeping may be reported to the appropriate authority.
7. Rhode Island law requires anyone who digs to notify utility companies before excavating. *See* Title 39 Chapter 1.2 of the RI Gen. Laws. **Dig Safe®** is a free service that notifies member companies of future digs so that the location of underground facilities can be identified on the job site. Call 1(888) DIG-SAFE.

8. A contractor must notify the Board in writing of any **change of address** while registered and for one (1) year following the date of an expired or otherwise inactive registration. See R.I.G.L. § 5-65-6.

9. Throughout the period of registration, the contractor shall have **liability and property damage insurance** covering the scope of work in an amount not less than Five Hundred Thousand Dollars (\$500,000.00). See R.I.G.L. § 5-65-7(a).

10. A **partnership, corporation, or joint venture** may do work, offer to do work or submit a bid to perform work only if registered. In the case of registration by a corporation or partnership, an individual shall be designated to be responsible for the work performed. The corporation or partnership and its designee shall be jointly and severally liable for any fees and violations. See R.I.G.L. § 5-65-3 (a).

11. Every business operating with one or more employees (with few exceptions) must have **worker's compensation insurance** coverage. Workers compensation covers 100% of an injured employee's medical expenses and provides for a percentage of his/her lost wages. For more information consult the Internal Revenue Code or contact the U.S. Department of the Treasury Internal Revenue Service. It is your responsibility to properly identify employees. Employers who do not have the required workers comp insurance may be sued by an injured employee and are subject to penalties imposed by the Department of Labor Training.

12. As determined by the Act, and applicable rules and regulations, as a condition of registration, residential contractors must provide satisfactory proof of the completion of five (5) pre-approved hours of **continuing education** units. See R.I.G.L. §5-65-5(e) and §5-65-10(17).

13. Using the word "**license**" in any form of advertising when not applicable may subject the registrant, or an individual required to be registered, to a fine of one hundred dollars (\$100) for each offense at the discretion of the board. See R.I.G.L. 5-65-10 (a) (13).

14. This **affidavit** has been provided pursuant to R.I.G.L. §5-65-5(f) and must be completed upon initial registration and/or renewal as a condition of registration for residential construction.

Signed
Dated: _____

COUNTY OF _____

Subscribed and sworn to before me on this _____ day of _____, 200__.

Print Name:

Notary Public _____
My Commission Expires: _____

******* This form must be notarized to process registration *******



Rhode Island Contractors' Registration Board
 Division of Capital Projects and Property Management
 One Capitol Hill
 Providence, Rhode Island 02908

Web Site: www.crb.state.ri.us

Telephone # (401) 222-1268

Information beneficial to consumers when entering into a contract:

NOTICE OF POSSIBLE MECHANIC'S LIEN

To: _____

(Insert name of owner, lessee or tenant, or owner of less than the simple fee.)

The undersigned is about to perform work and/or furnish materials for the construction, erection, alterations or repair upon the land at _____

(INSERT ADDRESS)

under contract with you. This notice that the undersigned and any other persons who provide labor and materials for the improvement under contract with the undersigned may file a mechanic's lien upon the land in the event of nonpayment to them. It is your responsibility to assure yourself that those other persons under contract with the undersigned receive payment for their work performed and materials furnished for the construction, erection, alteration or repair upon the land. Failure to adhere to the provisions of this subsection may result in a one thousand dollars (\$1,000) fine against the contractor.

Pursuant to RIGL 5-65-18 all written contracts entered into between a contractor and a property owner must contain a statement that the contractor, subcontractors, or material persons may file a lien in accordance with the Rhode Island Mechanics Lien Act, chapter 28 of title 34.

Beneficial Information to Consumers
Summary of Registration Law (R.I.G.L. Title 5 Chapter 65)
Web Site: www.crb.state.ri.us Telephone Number (401) 222-1268

Contractor Registration

Rhode Island state law requires anyone who is in the business of home construction, alterations, remodeling, or repair to a residential structure to be registered with the state. This includes partnerships, corporations, and self employed individuals, whether working by the hour, week, job, or “cost plus”, whether by a written contract or oral agreement. The law also applies to anyone advertising, bidding, or otherwise offering or arranging to do or have such work performed including painting, roofing, floor covering, framing, finish carpentry, and many more building specialties. Violations of the law can result in penalties of up to \$10,000.00 per offense as well as criminal prosecution for non-compliance of final orders issued by the board.

- **Does the contract have the contractor’s registration number listed?**
- **What are the terms of cancellation?** Contracts entered into must contain a notice of rescission as stipulated in all pertinent R.I. consumer protection laws, pursuant to RIGL 5-65-3 (p). If signed outside of the place of business, Rhode Island General Law 6-28-4, clearly states that no agreement of the buyer in a door-to-door sale shall be effective unless it is signed and dated by the buyer and unless it contains the following in **ten (10) point bold face** type or larger directly above the space reserved in the agreement for the signature of the buyer: **Notice to buyer: (1)** Do not sign this agreement if any of the spaces intended for the agreed terms to the extent of then available information are left blank. **(2)** You are entitled to a copy of this agreement at the time you sign it. **(3)** You may at any time pay off the full unpaid balance due under this agreement, and in so doing you may be entitled to receive a partial rebate of the finance and insurance charges. **(4)** The seller has no right to unlawfully enter your premises or commit any breach of the peace to repossess goods purchased under this agreement. **(5)** You may cancel this agreement if it has not been signed at the main office or a branch office of the seller, provided you notify the seller at his or her main office or branch office shown in the agreement by registered or certified mail, which shall be posted not later than midnight of the third calendar day after the day on which the buyer signs the agreement, excluding Sunday and any holiday on which regular mail deliveries are not made. **(see the RIGL 6-28 for more information regarding this law)**
- **Insurance!** The Rhode Island contractors’ registration law requires contractors to maintain a minimum of \$500,000.00 in liability insurance. In addition, contractors with employees are required to maintain workers’ compensation insurance. Insist that a current certificate of the company’s insurance policy be sent directly to you from their insurance carrier / agent with your name and address on it listing you as a certificate holder before any work begins.
- **What are the payment terms?** Payments should be made pursuant to the terms of the written contract. Consider and question the amount of the deposit which can vary depending on type of work. (i.e. Special orders, etc.)
- **What is the time frame?** Provide start date, finish date? Maybe a reward or penalty clause should be included if time is of the essence.
- **Is there an arbitration clause in the contract?** Who is paying for that service? Read the fine print and make sure you know the terms.
- **Permits?** Is this included in your contract, or are you taking care of it? This is for your safety!
- **Contracts:** All contracts exceeding \$1,000.00 in value must be in writing.
- **Disclaimer:** The above information is provided by the board pursuant to 5-65-3 and does not encompass all the recent amendments to the general law, for additional information please contact the Board or visit our website.