



THE COMMONWEALTH OF MASSACHUSETTS
Board of Building Regulations and Standards
One Ashburton Place - Room 1301
Boston, Massachusetts 02108

Application for Registration as a
Home Improvement Contractor or Subcontractor
MGL Chapter 142A, CMR 780-6

Transaction No.
Registration No.
Effective Date
Expiration Date

FOR OFFICE USE ONLY

Date _____

- Name _____
 Print the name of the individual or business applying for the registration (not both)
- Mailing Address _____
- City _____ State _____ Zip _____
 () _____
 Area Code & Telephone Number
- Street Address (if different) _____
 Print street and Number (P.O. Box not acceptable) City State Zip
- Applicant type: Individual DBA Partnership Trust Private Corporation Public Corporation
 (See instructions on back regarding enclosing a city or town registration under the DBA or "fictitious name" law - MGL c 110, ss 5 & 6)
- Social Security or Federal ID Number _____ (see instructions) 7. Number of Employees _____
- Individual responsible for Home Improvement Contracts _____
 Last First Mi Social Security No.
- Title of individual responsible for Home Improvement Contracts _____
- Does the applicant or responsible individual hold any other construction related state, city, town licenses or registrations? Yes No
 If yes, complete the table below. Use additional paper if necessary.

Type license or registration	Issued By	License or registration number	Expiration Date	Name of License Holder

- List all partners, trustees, officers, directors and major owners (10% or greater of ownership) of an applicant partnership or corporation below. Use additional paper if necessary. (See instructions on back) Check here if you wish to receive an application for additional ID cards for key persons.

Last	First	Middle initial	Title in Applicant Business	% Owner	Address

- Is the applicant claiming exemption from the registration fee? (See the instructions on the back) _____ Yes No
 If yes, include a copy of a current Construction Supervisor license or motor vehicle repair shop license or registration.
- Registration fee enclosed: \$ _____ Guaranty Fund fee enclosed: \$ _____
 Include two separate certified checks or money orders - one marked "Registration Fee"; one marked "Guaranty Fund". ALL APPLICANTS MUST INCLUDE A GUARANTY FUND FEE EVEN IF EXEMPT FROM THE REGISTRATION FEE. See instructions on back for amount of fees.
 Make all certified checks or money orders payable to "Commonwealth of Massachusetts"

Pursuant to Massachusetts General Laws Chapter 62C section 49A, I certify under the penalties of perjury that I, to my best knowledge and belief, have filed all state tax returns and paid all state taxes required under law.

Signature of applicant or applicant's representative _____

Title held with applicant _____

A false answer to any question in this application constitutes grounds for suspension or revocation of the applicant's registration.

APPLICATION FOR REGISTRATION AS A HOME IMPROVEMENT CONTRACTOR OR SUBCONTRACTOR

Who Must Register?

All persons, individuals, proprietorships, partnerships, corporations who solicit, bid on, or perform home improvements as a contractor or subcontractor on an existing one to four unit owner-occupied residential building and accessory buildings. Complete rules and regulations on registration and enforcement actions (780CMR-6) are available from the State Bookstore, Room 116, State House, Boston, MA 02133, Tel. (617) 727-2834.

Exemptions from registration include: workers who work for contractors or subcontractors for a wage; in general, all licensed professionals or tradesmen, when they are working solely within the scope of their license, such as architects, electricians, plumbers (except for construction supervisors); the Commonwealth or its subdivisions; schools offering voc-ed courses or training in home construction or improvements; persons building their own home or personally doing their own renovations; where aggregate sum of payments for any bona-fide single job is under \$1,000; part-time contractors or subcontractors whose gross revenue is less than \$5,000 in the previous 12 months; persons enrolled as a full-time student for the last and next academic terms, and 2/3 of whose employees are so enrolled, and whose gross revenue is anticipated to be or has been under \$5,000; persons who install air-conditioning systems, central heating, energy conservation devices, provide conservation services on behalf of a public utility, landscaping, interior painting, paper hanging, finished floor covering, tile, fencing, freestanding masonry walls, above-ground swimming pools, shutters, awnings, patios, driveways.

Instructions for Application

Fill out front side of application printing with pen or typewriter. Item No. refers to Question No.

PLEASE READ CAREFULLY! APPLICATIONS NOT COMPLETE WILL BE RETURNED WITH ATTENDANT DELAY!

ITEM

1. Applicant: The applicant name must be the name in which you do or plan to do business.
5. Applicant type: If applicant is not a corporation and at least the surname of the principal or one of the partners is not included in the company name (dba name), a copy of the "fictitious name" certificate filed with the city or town clerk must be included with the application.
6. Applicant partnerships and corporations must show a Federal ID number. Applicant individuals should show a Federal ID number if they have employees (in addition to the owner).
7. Number of employees: For the purposes of this application and 780CMR-6, the number of employees shall include all construction related employees who worked 20 or more hours on the payroll in the weekly pay period prior to date of application.
8. Responsible individual: If the applicant in Question 1 is other than an individual (i.e, a corporation, partnership, etc) the name of the individual person responsible for the home improvement contracting work of the applicant entity must be entered here. If the person so named holds a construction supervisor's license and owns 10% or more of the applicant entity, the applicant entity is exempt from the registration fee. Enter license and ownership data in Question 11, and check "Yes" in Question 12 if claiming exemption from the registration fee.
11. Corporations or partnerships may include any official document which lists the required information, such as pertinent sections of the Articles of Incorporation, current Annual Report, registration as a foreign corporation as filed with the MA Secretary of State, or a copy of the current partnership agreement in lieu of listing the required information on names of partners, trustees, officers, directors, and major owners. Organizations other than corporations must submit copies of any business certificates filed in cities and towns pursuant to MGL Chapter 110, Section 5. (Also known as the DBA or "fictitious name" law). If the applicant desires to have additional identification cards issued to key individuals (partners, officers, etc.) check the box as noted to receive a supplementary application form.
12. If applicant or responsible individual is a licensed construction supervisor under MGL C.143, S.94(i) or a registered motor vehicle repair shop operator and is claiming exemption from the registration or renewal fee, check yes on Question 9, and include a copy of the current license/registration certificate with this application. (See instructions for Question 5, above).
13. Enclose a certified check or money order for the registration fee (if the applicant is not exempt), and a separate certified check or money order for the guaranty fund. Please note on the check(s) which is for the Registration Fee and which is for the Guaranty Fund. Make checks and money orders payable to the Commonwealth of Massachusetts. **ALL APPLICANTS MUST PAY THE GUARANTY FUND FEE EVEN IF EXEMPT FROM THE REGISTRATION FEE!**

Mail completed application form, required documentation and certified check(s) or money orders to:

**Director, Contractor Registration
State Board of Building Regulation and Standards
One Ashburton Place - Room 1301
Boston, MA 02108**

Registration Fee: \$100.00 (Renewable every two years) See Note 1

Note 1: Individual Licensed Construction Supervisors in good standing under Chapter 143, Section 94 who register as an individual or as indicated in the instructions to Question 8, above, and individual motor repair shops registered in accordance with Chapter 100A, Section 2, are exempt from the registration fee only. To qualify for this exemption, the applicant must check "yes" in Question 12 and submit with this application a copy of the current license or registration certificate which shows the expiration date.

Guaranty Fund Contribution:	Zero to 3 employees	\$100.00
	4 to 10 employees	200.00
	11 to 30 employees	300.00
	More than 30 employees	500.00 See Note 2

Note 2: The Guaranty Fund Fee is a one-time fee at initial registration unless the fund becomes deleted. In such a case, all registrants can be assessed for an additional contribution in accordance with 780CMR-6 and MGL c. 142A. **ALL APPLICANTS MUST SUBMIT THE GUARANTY FUND FEE.**