



BOARD FOR LICENSING CONTRACTORS

500 JAMES ROBERTSON PARKWAY
 NASHVILLE, TN 37243-1150
 (615) 741-8307 or 800-544-7693 / FAX (615) 532-2868
<https://tn.gov/commerce/article/contractors-renewal-retirement-and-revisions>
 Email: Contractor.Renewal@tn.gov

For Office Use Only	
PROF:	<u>1801 (CONT)</u>
XACT#:	<u>2010 – RENEW 2 YR RETIRE</u>
FILE#:	_____
ENTITY#:	_____
*FEE PAID: \$	_____
(*Assign to Entity; "Work Fees" and "Add")	

CONTRACTORS RETIREMENT- 2 YR RENEWAL (\$50.00)

1. Fee - \$50.00 (Two (2) Years Retirement): Total Fee Paid: \$ _____ / _____ Years
(Options are available to renew 1 – 7 years by paying \$25.00 per year fee. To renew for a period differently than two (2) years, please use the "New Retirement" form on our website (requires manual processing by staff). NOTE: Renewal notices are not sent to licensees with an Inactive/Retired status.)

2. Contractor's License ID# 000 Expiration Date: _____ / _____ / _____
(If expired, must pay \$20 monthly late fee)

3. License Name: _____

4. Address: _____
(Address Change: ___ No ___ Yes)

A retired license is considered an "inactive" status and any work performed, bid or contracted with a retired license would be considered unlicensed activity. *(If you prefer to dissolve the license indefinitely, you may submit a written request to "Withdraw" the license and no fees are required; or you may simply cease to pay renewal or retirement fees and the license will expire.)*

General Information

Retirement Renewal Process – A contractor's license must have renewal rights in order to renew their retired status. Please return with nonrefundable retirement renewal fee (\$50 for two (2) years).

Expired - If retired license has expired (less than 12 months) the late renewal fee (\$20 per month) would be required, in addition to the retirement fee. License retirements are processed with your same two (2) year licensing cycle; however, a contractor has the option to retire from 1 – 7 years by paying the \$25.00 fee for each year. If retiring for a period other than **two (2) years**, please use the "**New Retirement**" request form, as these are processed manually by staff. The maximum time limit for a license to be kept in retirement is seven (7) consecutive years and would require the \$200.00 active renewal fee to restart the cycle. If you are unsure of the number of years retired, you may provide the retirement fee and we will notify you if you have reached the seven (7) year maximum and for additional fees to be paid. Please be sure to renew retirement prior to the expiration date to prevent paying the \$200 renewal activation fee. *Note: Renewal notices are not sent to licensees in retirement! Retirement law is addressed in T.C.A. § 62-6-126.*

Online Licensing – Currently, the online licensing system **cannot** be used to place license in retirement, **or**, to bring out of retirement. However, you may check for updates at: <https://tn.gov/commerce/section/online-licensing-notice>

Bringing out of Retirement - To bring a license **out of retirement**, simply complete the renewal process. At this time, you cannot use the online licensing system to bring out of retirement. The renewal form is available on our website at: <https://tn.gov/assets/entities/commerce/attachments/ContractorsRenewalWeb.pdf>

You may check the license status at: <http://verify.tn.gov/>

Need	For Office Use Only	Done
___ Issue - ___ 2 Years; ___ - Other: ___ Year(s)		<input type="checkbox"/>
___ 2010 Xact: ___ Opened; ___ Canceled;		<input type="checkbox"/>
___ Open - 4004 Xact; ___ -Change Expire Date: _____		<input type="checkbox"/>
___ Exp: ___ 6011 Xact; ___ Denied – Change Status to Retired		<input type="checkbox"/>
___ \$200 fee (7 year max) ___ Letter		<input type="checkbox"/>
___ Late Fee - \$20 X _____ month(s) = \$ _____		<input type="checkbox"/>
___ Denied: Expired 12 months ___ Refund ___ Letter		<input type="checkbox"/>