

5 Steps to Obtaining Your Alabama Commercial General Contractor's License

Step 1. Sign up for the exam.

The state of Alabama requires any general contractor working on a commercial or industrial project costing \$50,000 or more to get a license.

Request a license package from:

State Licensing Board for General Contractors
2525 Fairlane Drive
Montgomery, AL 36116
Tel: (334) 272-5030
Fax: (334) 395-5336
<http://www.genconbd.state.al.us/>

On the application you must give the Board:

- Complete names and addresses of four references
- Confidential financial statement
- Proof of insurance
- Proof of net worth of at least \$10,000

On the application you need to say which of these types of construction work you want to be licensed in:

- Building construction
- Highways and streets
- Municipal and utility
- Heavy and railroad construction
- Specialty construction

To obtain a commercial contractor's license, you must pass an exam given by PSI Examination Services. PSI has four testing centers located Alabama: Birmingham, Huntsville, Mobile, and Montgomery. PSI will make every effort to schedule the examination site and time that is most convenient for you.

For information on the exam, contact:

PSI Examination Services
3210 E. Tropicana Ave.
Las Vegas, NV 89121
(800) 733-9267
www.psiexams.com

Exam and License Fees: There is a \$96 exam fee. It will cost you \$300 to file an application for a license. All licenses expire December 31 each year. The Business and Project Management exam will cost \$96.

Step 2. Purchase the required books for your exam.

To find out what documents and books the State of Alabama requires for this exam, follow this link to your state's exam page of our website <http://www.constructionbook.com/contractor-license/alabama/index.asp>. You must purchase these documents and books in preparation for the exam.

Step 3. Start studying!

To fully prepare for your exam it is best to thoroughly study the required documents and books, as well as any recommended studying materials. The amount of preparation time needed will be different for each individual. Be sure to allow yourself enough time to fully prepare for the exam.

Step 4. Follow the rules.

PSI requires that you present two forms of ID when you appear for your exam. One ID must be government issued (Driver's license, State ID or Military ID) and must have a picture or a complete physical description. Both must have a signature and pre-printed name, which matches the name in our records.

The following security procedures will apply during the examination:

- Cell phones, pagers, and guests are not allowed in the examination site. This policy is strictly enforced.
- Any individual papers that are not part of a paper-back, ring-binder, spiral binder, or loose leaf binder type of book, or part of a multi-paged CMR, MGL, UL, or NFPA documents as described in this section MUST be removed prior to entering the examination area.
- Non-programmable, non-printing, silent, battery-operated, non-alphabet key calculators will be permitted.
- Copies of the books and references required for the open-book portions of the exam will be admitted into the exam room. They may be tabbed or un-tabbed and may contain highlighted or underlined sections or paragraphs of the original text.

Step 5. Good luck on the exam!

The exam is open book and is made 80 questions that you will be allowed four hours to complete. The examination will be administered on a computer-assisted testing (CAT) system. PSI advises that you must arrive at least 30 minutes before your exam's scheduled start time.

The exam is broken down into the following sections:

<u>Subject area</u>	<u>No. of questions</u>
Licensing	8
Estimating and bidding	5
Liens	2
Financial	5
Payroll and taxes	6
Personnel and labor	5
Project management	3
Contracts	6

Business organization	2
Risk management	4
Safety recordkeeping and environmental	4