

Date Needed:

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STATE OF TENNESSEE  
DEPARTMENT OF COMMERCE AND INSURANCE  
BOARD FOR LICENSING CONTRACTORS

500 JAMES ROBERTSON PARKWAY

NASHVILLE, TENNESSEE 37243-1150

TELEPHONE: 615-741-8307 / FAX: (615) 532-2868

<http://www.tn.gov/commerce/section/contractors-home-improvement>

[Contractors.Home-Improvement@tn.gov](mailto:Contractors.Home-Improvement@tn.gov)

**Hardship License – Request for Early Review**

In order for a contractor to be reviewed prior to the next scheduled Board meeting, to obtain a new or revised license, they must meet the criteria as an undue hardship on the owner of the project (not the contractor) or be in the best interest of the public safety and welfare. See T.C.A. § 62-6-111(k)(3) and Rule 0680-1-.02(2).

Contractors must complete the application process, in its entirety, to be considered. They must also provide a written request describing the hardship, from the owner (not the contractor). The hardship letter must include: details of the hardship; reason the application process must be rushed; the need to use this particular contractor and not a contractor who already has a license; describe the project and location; and also when needed (bid date). **See page two (2) for important instructions!**

Pursuant, T.C.A. § 62-6-109, Public Chapter 191, any applicant meeting the hardship criteria and approved, their license information must be posted on the Board's website and ratified at the Board's next scheduled meeting. The contractor will be issued a letter confirming approval and this may be used to act as a contractor until they receive the license certificate from the mail, which is not until after the Board meets. License certificates are issued and mailed after the full Board votes for approval and the license information will be available on the website after the Board meeting at: <http://verify.tn.gov/> If the Board fails to ratify the license issuance, the contractor will be notified to cease contracting.

**HARDSHIP LICENSE REQUEST**

Name of Contractor: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: (\_\_\_\_) \_\_\_\_ - \_\_\_\_; Fax: (\_\_\_\_) \_\_\_\_ - \_\_\_\_; Email: \_\_\_\_\_

Owner of Project: \_\_\_\_\_ Date Needed/Bid Due: \_\_\_\_\_

Project Name and Location: \_\_\_\_\_

Classification Needed: \_\_\_\_\_ Monetary Limit Needed: \$ \_\_\_\_\_

*As contractor requesting an early review, I [ ] \*HAVE or [ ] HAVE NOT bid, offered to engage or performed any work without the appropriate license, which would be in violation of T.C.A. 62-6-120, and would prevent participating or rebidding on project.*

\_\_\_\_\_  
Contractor's Signature

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Date

\*If you checked "HAVE", you will **not** qualify for a hardship. Please attach a detailed explanation and you will be scheduled for an interview at the Board's next meeting. Violation of this law may prevent a license from being granted or held for six (6) months and subject to civil penalties, T.C.A. § 62-6-120. See also "Hardship Denied" reasons on page 2.

**ATTACH - HARDSHIP LETTER FROM OWNER:**  Attached  Not Attached (Cannot be processed)

Please attach a signed letter from the owner of the project (not the contractor) on their letterhead with their address and telephone information. Letter must include details of the project, bid date, name or type of project, location and describe the hardship; the need to expedite license, such as: specialized work is related to contractor's experience or the need for additional licensed contractors to obtain competitive bids, etc.

**Please send the completed license application with the hardship request to the Contractors Board as follows:**

- Online License Application Submitted – Please email staff (see list below) to notify them that an early review is needed.
- Email - If there is not an online application for your type of request or you preferred to use the paper form, please scan the application and email the documents to the staff listed below. If a fee is required, please also mail it with the original application. Include “**Hardship Request**” as the email subject.
- When sending by mail (*regular, express, UPS, FedEx, etc.*) send to:

**Mailing Address**

Tennessee Board for Licensing Contractors  
4<sup>th</sup> Floor, Davy Crockett Tower  
500 James Robertson Parkway  
Nashville, TN 37243-1150

Please note, due to the departmental mail room procedures, state mail takes approximately 5 to 7 business days for delivery to our office; overnight mail takes approximately two (2) days to be scanned to us. If needing immediately, please send a copy by email or fax and then send the original with any applicable fee. If no fee is applicable, mailing the original is not required.

- Contact information is as follows:

<b>Email</b>	<b>Staff Member</b>	<b>Telephone #</b>
Revision Requests:	<a href="mailto:contractors.home-improvement@tn.gov">contractors.home-improvement@tn.gov</a>	(615) 741-8307
New License:	<a href="mailto:Katherine.Holliman@tn.gov">Katherine.Holliman@tn.gov</a>	(615) 532-3983
Board Office:	<a href="mailto:contractors.home-improvement@tn.gov">contractors.home-improvement@tn.gov</a>	(615) 741-8307
Fax:		(615) 532-2868

- If you do not receive an acknowledgment from the staff member above, they may be out of the office and you should contact the Board office to follow-up and ensure it has been received. Confirmations are sent within 2 business days.

For more information relative to the contractor’s license application process or obtaining a revision, please refer to our website at: <http://www.tn.gov/commerce/section/contractors-home-improvement>

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**HARDSHIP CRITERIA:** The law requires all contractor license requests to be approved by the full Board and since the Board only meets six (6) times annually, the hardship process is a means to expedite the review process in order to approve a contractor on an emergency basis. The “Hardship” process simply allows a license to be approved prior to their next meeting (see “[Public Meetings Calendar](#)” for meeting dates), and it only applies for cases where it would be a hardship to the owner (not the contractor) if the contractor is not able to bid their project. **None of the application process or requirements may be waived.** The license or revision application must be complete before requesting an early review.

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**HARDSHIP DENIED:** A hardship request **cannot** be considered for the following: Incomplete Application (*including exams, financial statements, proof of insurance, etc.*); Lack of Hardship Letter from Owner; Complaints (open or closed); Court Judgments; Felony Convictions; or License Law/Rule Violations. These applicants are required to interview with the Board and must be scheduled for the next regularly scheduled Board meeting. See also TCA § 62-6-118 - 120 (*contracting without first being properly licensed by the Board*) in which the license may be denied or held.