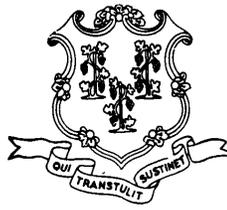


STATE OF CONNECTICUT
DEPARTMENT OF CONSUMER PROTECTION
 450 Columbus Blvd, Ste. 801
 Hartford, CT 06103
 Email: dcp.licenseservices@ct.gov
 Website: www.ct.gov/dcp



FOR OFFICIAL USE ONLY

TO APPLY ONLINE & PAY BY CREDIT CARD
 Visit: www.ct.gov/dcp/apply

Home Improvement Contractor Application for Legal Entity

- This application is for a Corporation, LLC, LLP or Partnership to apply for a **new** Home Improvement Contractor registration. Visit our website at www.ct.gov/dcp for renewal and reinstatement information.
- Prior to submitting this application, you must obtain a Business ID Number from the Connecticut Secretary of the State Commercial Recording Division.
- The completed application must be accompanied by a check or money order in the amount of **\$220.00** made payable to "**Treasurer, State of Connecticut**". Fees are non-refundable and non-transferable.
- All Home Improvement Contractor registrations expire annually on November 30th. Renewal fee: \$220.00. All new applications received and approved September 1st – November 30th will be given an expiration date of November 30th of next year.

SECRETARY OF THE STATE BUSINESS ID NUMBER: _____ Forgotten your number? Find it at www.concord-sots.ct.gov.

| | | | |
|---|--|---|--------------------------------------|
| Applicant Legal Standing: | | | |
| <input type="checkbox"/> Corporation | <input type="checkbox"/> Limited Liability Company | <input type="checkbox"/> Limited Liability Partnership | <input type="checkbox"/> Partnership |
| Name of Corporation, LLC, LLP, or Partnership | | | |
| Trade (DBA) Name (if different than above) | | Have you filed a Trade Name Certificate at the Town Clerk's Office where your business is located? Yes <input type="checkbox"/> No <input type="checkbox"/> Not Necessary <input type="checkbox"/> | |
| Business Street Address | City | State | Zip Code |
| Business Telephone Number | Email Address (required ; approvals and communications will be sent to this address) | | |
| Mailing Address if different than above | | | |
| Address | City | State | Zip Code |

Work Performed:

| |
|---|
| 1. What type of work will you MOSTLY do? Check one only. <input type="checkbox"/> building/remodeling <input type="checkbox"/> chimneys/masonry <input type="checkbox"/> landscaping <input type="checkbox"/> painting <input type="checkbox"/> paving <input type="checkbox"/> siding/windows/roofing |
| 2. Will this company perform radon mitigation? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, submit proof you have a training certificate approved by the State Department of Public Health** |
| 3. Will this company remove residential underground oil tanks? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, and you do not hold an Occupational Trade license to do this work, submit proof you completed a 40-hr. Hazardous Material Training Program approved by the Department of Energy and Environmental Protection** |
| **You may <u>not</u> perform this type of work without the required training and documentation being submitted to this department. For more information on documentation required for submission, go to www.ct.gov/dcp. |

Current/Previous Registrations:

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| 4. Have you or any of the partners, corporate officers or members ever held a CT Home Improvement Contractor's Registration either as an individual or as an officer of owner of a legal entity (LLC, Corp., partnership, LLP)? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, when? _____ HIC Registration Number: _____ |
| 5. Do you hold or have you ever held any construction or home improvement licenses/registration in any other state? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, in what state? _____ |
| 6. Do you hold an active CT New Home Construction Contractor's registration? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, NHC Registration Number: _____ |

Ownership Information:

List all persons associated with ownership to include corporate officers, partners, or members of the LLC or LLP. The Federal Privacy Act of 1974 requires that you be notified that disclosure of your Social Security Number is required pursuant to C.G.S. §17b-137a. We cannot process your application without a social security number.

| | | | | |
|-----------------------------|---------------|------------------------|-------------------------|----------|
| Name of Owner signing below | | Title | | |
| Residence Street Address | | City | State | Zip Code |
| Telephone Number | Date of Birth | Social Security Number | Driver's License Number | State |

| | | | | |
|--------------------------|---------------|-----------------------------------|-------------------------|----------|
| Name | | Title | | |
| Residence Street Address | | City | State | Zip Code |
| Telephone Number | Date of Birth | Social Security Number (optional) | Driver's License Number | State |

Please list all other owners on separate sheet.

Criminal and Administrative History:

An application will not automatically be denied because of a prior criminal conviction. See CGS Section 46a-80

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| 7. Have you or any of the partners, corporate officers or members had court judgments issued against you as a result of your home improvement activities in any state? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, indicate what state? _____ If yes, please attach a statement of the facts including the disposition. |
| 8. Have you or any of the partners, corporate officers or members had administrative orders (including guaranty fund claims) issued against you as a result of your home improvement activities in any state? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, indicate what state? _____ If yes, please attach a statement of the facts including the disposition. |
| 9. Have you or any of the partners, corporate officers or members ever been convicted of a felony crime? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, please complete the Criminal Conviction Application Worksheet: http://www.ct.gov/dcp/conviction |
| 10. Have you or any of the partners, corporate officers or members ever been convicted of a misdemeanor under the Home Improvement Act? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, please complete the Criminal Conviction Application Worksheet: http://www.ct.gov/dcp/conviction |

Statement

If you are applying as a Corporation, Limited Liability Company, or Limited Liability Partnership, at least one (1) Corporate Shareholder, LLC or LLP Member must sign. If you are applying as a Partnership, each partner must sign.

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| <p><i>I certify, under penalty of law (sec. 53a-157, class a misdemeanor), that the above provided information in this application is the truth to the best of my knowledge.</i></p> <p><i>I understand that if this entity has any employees, the entity must carry workers compensation insurance.</i></p> <p><i>I understand that any debt and/or obligation that our entity incurs will be personally guaranteed by the owner signing below.</i></p> <p>_____</p> <p>Signature of Owner Listed Above _____ Date</p> |
|--|

➤ UNTIL YOU RECEIVE YOUR REGISTRATION, YOU MAY NOT ACT AS A HOME IMPROVEMENT CONTRACTOR

Future changes to company ownership require the filing of an updated application. It is the responsibility of the applicant to notify this department of any changes to residence or business address within thirty (30) days.

QUESTIONS AND ANSWERS ABOUT CONNECTICUT'S HOME IMPROVEMENT LAW

Q: Who is required to register with the Department of Consumer Protection under the Connecticut Home Improvement Act?

A: Home improvement contractors and salespersons contracting to work on residential property; anyone signing a contract with a homeowner must register.

Q: What is a "Home Improvement Contractor"?

A: Anyone who performs or offers to perform any home improvement totaling more than \$200 for any single contract, or improvements totaling more than \$1,000 in any 12-month period.

Q: What is the definition of "Home Improvement"?

A: Home improvement is any permanent change to residential property, including but not limited to driveways, swimming pools, porches, garages, roofs, siding, insulation, solar energy systems, flooring, patios, landscaping, painting, radon mitigation, residential underground oil tank removals, fences, doors, windows and waterproofing, but does not include work worth less than \$200.00.

Q: What work is not home improvement?

A: The following work is exempt:

- (1) New home construction; (a separate state registration is required for new home construction)
- (2) Work on commercial or business property,
- (3) Work related to easily removable appliances, and
- (4) Work performed without pay by the owner of private residential property.

To obtain additional information, please contact the following agencies:

| | |
|--|---|
| Department of Revenue Services: Website: www.ct.gov/drs | State Sales Tax Permit (860) 297-5962 |
| Secretary of State for Connecticut: Website: www.sots.ct.gov | Commercial Recording Division (860) 509-6002 |

Secretary of the State Filing:

Anyone applying for a Home Improvement Contractor registration must be registered with the CT Secretary of the State. Before submitting this application to the Department of Consumer Protection, make sure your business is registered with the CT Secretary of the State. Please contact the CT Secretary of the State or visit www.concord-sots.ct.gov/ for verification of your status.

Please note: Contractors who are based outside of Connecticut need to file with the Connecticut Secretary of the State prior to working in Connecticut at www.concord-sots.ct.gov/.

Other Frequently Asked Questions for Registered Home Improvement Contractors:

Q: What are four basic requirements of registered contractors?

A: The following:

- (1) Certificate of registration (registrations are not transferable),
- (2) Contractors must show their registration certificate to customers or potential customers who request it,
- (3) Registration numbers must be included in any advertising, including contracts, business cards, vehicles, etc., and
- (4) Work cannot begin until the contractor provides a contract that both contractor and customer have signed. The customer cannot be charged for a copy of that contract.

Q: What needs to be included in a home improvement contract?

A: All of the following provisions are required for a valid legal contract:

- (1) It must be written.
- (2) It must be signed by the owner and the contractor,
- (3) It must contain the entire agreement between the owner and the contractor,
- (4) It must contain the date of the agreement,
- (5) It must contain the name and address of the contractor,
- (6) It must contain a notice of the owner's right to cancel within three days,
- (7) It must contain a starting date and completion date for the home improvement project, and
- (8) It must have proof that the contractor is properly registered.

Notes:

(1) These question and answers are provided as a brief overview of the CT Home Improvement Act and Home Solicitation Sales Act in plain language. The specific legal provisions of the law can be found in Chapters 400 and 740 of the CT General Statutes.

(2) If you would like a copy of a booklet entitled, "The Connecticut Home Improvement Contractor," please download from our web site at www.ct.gov/dcp or call the Department of Consumer Protection at 1-800-842-2649.