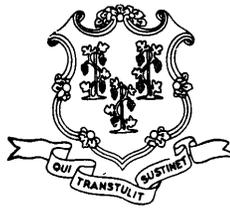


STATE OF CONNECTICUT
DEPARTMENT OF CONSUMER PROTECTION
 450 Columbus Blvd., Ste. 801
 Hartford, CT 06103
 Email: dcp.licenseservices@ct.gov
 Website: www.ct.gov/dcp



FOR OFFICIAL USE ONLY

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

Home Improvement Contractor Application for an Individual or Sole Proprietor

- This application is for an individual or sole proprietor to apply for a **new** Home Improvement Contractor registration. Visit our website at www.ct.gov/dcp for renewal and reinstatement information.
- If you plan to contract with a consumer as a Corporation, LLC, LLP, or Partnership, use the Home Improvement Contractor Legal Entity Application.
- 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.

Name of Individual			
Trade (DBA) Name (if different than above)			
Email Address (required ; approvals and communications will be sent to this address)			
Home Street Address (NOT a P.O. Box)		City	State Zip Code
Primary Phone Number	Secondary Phone Number	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"/>	
Social Security Number**	Date of Birth	Driver’s License Number	State
Mailing Address if different than above			
Address		City	State Zip Code

**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. If you choose not to disclose your Social Security Number your application cannot be processed.

Current/Previous Registrations:

1. Have you ever held a CT Home Improvement Contractor’s Registration either as an individual or in connection with a business entity (LLC, Corporation, Partnership, LLP)?
 Yes No If yes, when? _____ HIC Registration Number _____
2. Do you hold an active CT New Home Construction Contractor’s registration?
 Yes No If yes, NHC Registration Number _____

Work Performed:

3. 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
4. Will you 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**
5. Will you 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.

Criminal and Administrative History:

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

6. Have you had any court judgments issued against you or any business you own(ed) 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, provide a written statement of the facts including the disposition and attach it to this application.
7. Have you had any administrative orders (including guaranty fund claims) issued against you or any business you own(ed) 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, provide a written statement of the facts including the disposition and attach it to this application.
8. Have you 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
9. Have you 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:

<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 I have any employees, I must carry workers compensation insurance.</i></p> <p><i>I understand that any debt and/or obligation that my business incurs will be personally guaranteed by me.</i></p> <p>_____</p> <p>Signature of Applicant _____ Date</p>

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

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 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.

Q: What are four basic requirements of registered contractors?

A: The following:

1. Certificates 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 provisions must be part of 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.

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	Certificate of Authority for Out of State Corporations and Articles of Organization (860) 509-6200