



## Voluntary Licensing Program

The GARCA Licensed Roofing Contractor program was developed to increase consumer protection and secure the public confidence in the roofing industry by elevating the roofing contractor's knowledge, skills and professionalism through voluntary self-regulation.

**WHO IS TO BE LICENSED:** Companies are to be licensed via an agent of record. The license holder must own, be a principal of, operate or manage a qualified roofing company. Licensing is available for both Residential (Steep Slope) and Commercial Roofing (Low Slope) Contractors; a contractor can choose to apply for licensing in one or both categories. Licensing is open to all roofing contractors in Georgia who meet the qualifications required on the application.

### QUALIFICATIONS FOR EACH BUSINESS:

1. Must be a roofing company in compliance with Federal, State and Local regulations for operating a business in Georgia for at least one year and submit satisfactory evidence as required in the application, consisting of:
  - a. Proof of issuance of a Federal Employer Identification Number.
  - b. Proof of issuance of a Georgia Withholding Identification Number.
  - c. Proof of Georgia Unemployment Insurance with employer's identification number from the Georgia Department of Labor.
  - d. If a corporation, a copy of the Corporate Registration Certificate issued by the Georgia Secretary of State. If a foreign corporation, proof that there is a Registered Agent in the State of Georgia. If a partnership, a copy of the Partnership Agreement.
  - e. A copy of a valid business license issued by the appropriate city, county or political subdivision where the business is located.
2. Must submit satisfactory evidence of financial responsibility as required in the application, consisting of:
  - a. Certificate of Liability Insurance for public liability and property damage in such amounts and under such circumstances as may be determined by the Association. Certificate must name the Georgia Roofing Contractors Association as the Certificate Holder to be notified of any change in status.
    - I. **For commercial contractor applicants:** \$1,000,000 per occurrence/ \$2,000,000 aggregate limit general liability insurance
    - II. **For residential contractor applicants:** \$500,000 per occurrence/ \$1,000,000 aggregate limit general liability insurance.
  - b. Certificate of Worker's Compensation Insurance covering employees of the business or approval as a self-insurer of Worker's Compensation. OR proof of current year filing with the state of Georgia "WC Form 10, Employer Notice of No Coverage or Termination of Coverage."
3. Must submit three satisfactory credit references in Georgia for the roofing company, as listed on attached application.
4. Must pass a basic roofing and business management knowledge exam with a score of 80% or better.
5. Satisfactory signed and notarized applicant statement with the appropriate fees.

**EXAMINATIONS:** Examinations will consist of a "general business and safety" portion and a "technical roofing" portion. Upon receipt of a satisfactory application approved by the Licensing Committee, applicant will be provided a log-in and password to the online testing system. Exams become the property of GARCA and the results will remain confidential.

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# GARCA

GEORGIA ROOFING CONTRACTORS ASSOCIATION

**EXAM FEES:** GARCA Members - \$300.00; Non-Members - \$1,000.00. Fees include application, processing, exam, recording, licensing and re-exam if not passing the first time. The application and fee are valid for one year from the date of submission. For member rate your GARCA membership dues must be current.

**STUDY MATERIALS:** The exam questions have been drawn from a variety of sources that include the latest NRCA Roofing Manual, and product manuals from roofing suppliers/ manufacturers.

**LICENSE NUMBER / CERTIFICATE:** Each company in the Voluntary Licensing Program will be assigned a number which shall appear on Certificate of License. Companies are authorized to use this number on all correspondence as see they fit. The license number may be displayed on vehicles, etc. used in the business and are encouraged to display the Certificate of License in their place(s) of business.

**RENEWAL:** The Licensing period is for **one year** following date of inception. A license can be renewed by:

1. Maintaining the same application qualifications outlined here (exams are not repeated).
2. Providing Annual Certificate of Insurance naming the Georgia Roofing Contractors Association as the Certificate Holder to the Association.
3. Paying the annual Licensing Renewal Fee of \$100 for GARCA members; \$625 for non-members.

**EXPIRATION:** Licenses shall expire annually at the end of each 12-month period. The following shall cause the license to expire:

1. Failure to renew the license and pay appropriate renewal fee prior to the expiration date; Or
2. If a current employee of the Company has not successfully completed the written examination.

**RESTORATION:** A license which is expired shall be restored within 90 days following expiration:

1. Upon payment for the proper renewal fee if the application for restoration is made.
2. Upon establishing a new agent of record for the company. A current employee of the company must successfully pass the exam.

**CANCELLATION:** Licensing shall be cancelled for any company by the Association upon proof that the holder of the certificate has failed to maintain the minimum requirements for obtaining a license. A license holder may submit an appeal the Board to show cause as to why the license should not be cancelled. After cancellation, a new application and examination, at the full fee, will be required for licensing, and all requirements in effect at the time of the new application must be met.

**RECORDS:** All information required by the Association of any applicant for certification shall be a public record. If a certificate holder changes his name style, address or employment from that which appears on his current certificate, shall notify the Association of the change within 30 days after it occurs.



## GEORGIA ROOFING CONTRACTORS ASSOCIATION

Full Legal Name of Company: \_\_\_\_\_

Type of Business: \_\_\_\_\_ Corporation \_\_\_\_\_ Partnership \_\_\_\_\_ Sole Proprietor

Phone: \_\_\_\_\_ Email Address: \_\_\_\_\_

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

Name of Individual in Charge: \_\_\_\_\_

List all locations of your company which use the same name, including complete address and telephone number, on a separate sheet of paper. \_\_\_\_\_

List All Industry Affiliations: (GARCA, NRCA, etc.): \_\_\_\_\_

### Years in roofing contracting business:

Attach the following documentation to this application:

1. Certificates of Insurance for: (a) public liability and property damage and (b) worker's compensation covering employees. Certificates must name the Georgia Roofing Contractors Association (GARCA) as the Certificate Holder to be notified of any change in status.
2. Proof of issuance of a Federal Employer Identification Number.
3. Proof of issuance of a Georgia Withholding Identification Number.
4. Proof of Georgia Unemployment Insurance with employer's ID from the Georgia Department of Labor.
5. If a corporation, a copy of the Corporate Registration Certificate issued by the Georgia Secretary of State. If a foreign corporation, proof that there is a Registered Agent in the State of Georgia. If a partnership, a copy of the Partnership Agreement.
6. A copy of a valid business license issued by the appropriate city, county or political subdivision where the business is located.

### Three Credit References for Company:

Commercial Credit (Supplier, Manufacturer): \_\_\_\_\_

Email: \_\_\_\_\_ Phone: \_\_\_\_\_ Name: \_\_\_\_\_

Commercial Credit (Supplier, Manufacturer): \_\_\_\_\_

Email: \_\_\_\_\_ Phone: \_\_\_\_\_ Name: \_\_\_\_\_

Other Credit Reference: \_\_\_\_\_

Email: \_\_\_\_\_ Phone: \_\_\_\_\_ Name: \_\_\_\_\_

### I /We request to be registered in the Voluntary Licensing Program as: (Check one only)

- Commercial Roofing License (Low Slope)
- Residential Roofing License (Steep Slope)
- Commercial & Residential Roofing License (Low and Steep Slope)

Low slope roofing includes the application of roofing systems to slopes from near dead level to two inches per foot. Steep slope roofing generally includes the application of roofing systems to slopes greater than two inches per foot.

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# GARCA

GEORGIA ROOFING CONTRACTORS ASSOCIATION

**Examination:** The individual(s) to take the examination to qualify our company for the Voluntary Licensing Program are:

Full Legal Name: \_\_\_\_\_

Driver's License Number: \_\_\_\_\_ State: \_\_\_\_\_

Additional agent(s) of record to take the examination for our company:

Full Legal Name: \_\_\_\_\_

Driver's License Number: \_\_\_\_\_ State: \_\_\_\_\_

Full Legal Name: \_\_\_\_\_

Driver's License Number: \_\_\_\_\_ State: \_\_\_\_\_

**Fees:** The application must be accompanied by the appropriate fee for licensing (GARCA Members - \$300.00; Non-members \$1,000.00) and \$25.00 for each additional agent of record to take the exam.

**Renewal:** The Licensing period is for **one year** following date of inception. A license can be renewed by:

1. Maintaining the same application qualifications outlined here (exams are not repeated).
2. Providing Annual Certificates of Insurance naming the Georgia Roofing Contractors Association (GARCA) as the Certificate Holder to the Association.
3. Paying the annual Licensing Renewal Fee of \$100 for GARCA members; \$625 for non-members.

## AFFIDAVIT

**STATEMENT:** I certify that I am the person legally qualified to act for the business organization in all matters connected with its roofing contracting business, that I have the authority to supervise the roofing operations undertaken by this business organization and that the information I have given in this application is true and accurate. I hereby authorize GARCA to verify any information or references listed herein. I understand that the Licensing Committee has the final authority to approve or disapprove all applications and agree that the fees cover the cost of this application and are not refundable.

\_\_\_\_\_  
Applicants Signature

\_\_\_\_\_  
Print/Type name of person making application

## NOTARY AFFIDAVIT

State of Georgia; County of \_\_\_\_\_

NOTARY SEAL      Subscribed and sworn to before me this \_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_  
(Seal or stamp)

\_\_\_\_\_  
Notary Public, State of Georgia      My Commission Expires: \_\_\_\_\_