



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: The Georgia Roofing Association's Voluntary License applicant must own, be a principal of, operate or manage a qualified roofing company. The applicant must be employed by and represent (1) the company that is the primary installer of the roof system covered by this licensure and (2) the contractor that applies for the manufacturers' material warranty. 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. Advertisement and use of this license is limited to the qualifying contractor. Any use by or on behalf of a different contractor or any third party is prohibited.

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.

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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.

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. In addition, we recommend the 2012 International Residential Code, Chapter 9 “Roof Assemblies,” Sections R905 “Requirements for Roof Coverings; and R907 “Re-Roofing” materials.

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; \$700 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;
2. Failure to provide a current Certificate of Liability Insurance.
3. If a new Agent of Record of the Company has not successfully completed the written examination.

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

1. Payment for the proper renewal fee if the application for restoration is made.
2. Establishment of a new agent of record for the company, in the event that the current one leaves 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,



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shall notify the Association of the change within 30 days after it occurs.

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)

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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.

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; \$700 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 applicant

NOTARY AFFIDAVIT

State of Georgia; County of _____

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

Notary Public, State of Georgia My Commission Expires: _____

