

# REQUEST TO DOWNGRADE LICENSE

Arkansas Contractors Licensing Board  
4100 Richards Rd  
North Little Rock, AR 72117  
Ph: 501-372-4661

ID# \_\_\_\_\_  
(Top right corner of license)

I, \_\_\_\_\_, of \_\_\_\_\_  
(Name of owner, officer, member, or partner) (Company Name as it appears on the license)

hereby formally request to **downgrade** my license from a \_\_\_\_\_  
(Commercial, Residential or UNLIMITED Home Improvement)  
license to:

Only check one: **See requirements below, needed with this form.**

\_\_\_ **Commercial – (Restricted) – (jobs less than \$750,000 including labor and material)**

\_\_\_ **Residential Builder (ONLY)** if you had Building, Light Building or Residential Builder)

\_\_\_ **Unlimited** - Home Improvement (w/current specialties)

\_\_\_ **Limited** - Home Improvement (w/current specialties)

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## Requirements:

**Limited** - (Home Improvement projects **less than** (\$50,000.00) - **A renewal application and filing fee are also needed if at the time of renewal, fee is on the back of the renewal, as requested under filing fee.** A balance sheet and proof of workers compensation insurance are NOT required, for licensing purposes only.

**Unlimited or Residential Builder** - **A renewal application and filing fee are also needed if at the time of renewal, fee is on the back of the renewal, as requested under filing fee.** A balance sheet and proof of workers compensation insurance (if 1 or more employees) are required.

**Commercial – (Restricted)** - **A renewal application and filing fee are also needed if at the time of renewal, fee is on the back of the renewal, as requested under filing fee.** A compiled financial statement prepared by CPA, and workers compensation insurance (if 1 or more employees) are required.

**\*By signing this, I understand that I can only do work within the scope and limits noted on the license.**

By: \_\_\_\_\_ Date: \_\_\_\_\_  
(Signature of Owner, Officer, Member, Partner)

Phone: \_\_\_\_\_

Fax: \_\_\_\_\_

Email: \_\_\_\_\_

Please contact our office @ **501-372-4661** with any questions regarding this form.