HOME BUILDERS LICENSURE BOARD ADMINISTRATIVE CODE

CHAPTER 465-X-4 FEES

TABLE OF CONTENTS

465-X-4-.01 When Required; Failure For Timely Payment
465-X-4-.02 Method Of Payment, Time Of Payment
465-X-4-.03 Fees Not Refundable
465-X-4-.04 Fees
465-X-4-.05 Additional Costs
465-X-4-.06 Fee Adjustments

465-X-4-.01 When Required; Failure For Timely Payment.

An application for a license, or any request for which a fee is required, must be accompanied by payment of the requisite fee in full, or else the application or request shall be denied.
Author: David R. Boyd, Dorman Walker, Lois Woodward
Statutory Authority: Code of Ala. 1975, §§34-14A-5, 34-14A-11.
History: Filed: March 22, 1993. **New Rule:** Filed: May 12, 1993, effective June 16, 1993. **Amended:** Filed September 23, 1994; effective October 28, 1994.

465-X-4-.02 Method Of Payment, Time Of Payment.

Fees may be paid by a personal check, certified check, cashier's check, money order, or by electronic means using a credit or debit card. Fees are deemed paid when the funds represented by the check, money order, or by electronic means using a credit or debit card, actually are received by or made available to the Board's Executive Director.
Author: David R. Boyd, Dorman Walker, Lois Woodward, Jamie A. Durham, J. Seth Gowan, Lauren Latham, Darlene Burt
Statutory Authority: Code of Ala. 1975, §§34-14A-5, 34-14A-11.
History: Filed: March 22, 1993. **New Rule:** Filed: May 12, 1993, effective June 16, 1993. **Amended:** Filed September 23, 1994; effective October 28, 1994. **Amended:** Filed August 27, 2018, effective October 11, 2018. **Amended:** Published January 31, 2025; effective March 17, 2025.

465-X-4-.03 Fees Not Refundable.

No fee or part of a fee paid by an applicant for a license, or any request for which a fee is required, shall be refunded as a result of the revocation or suspension of the applicant's license. In the event an applicant fails to complete the application process successfully or to take or pass the examination (testing experience and ability, conducted either by the Board, a third party under contract with the Board, any other nationally recognized examination as approved by the Board or any combination thereof), or the Board refuses to issue a license to an applicant, any license fee or Homeowners' Recovery Fund fee submitted as part of the application process shall be refunded to the applicant upon receipt of a written request for refund from the applicant, submitted within three years of final board action on the application, except the nonrefundable application processing fee. **Author:** David R. Boyd, Dorman Walker, Lois Woodward, Beth Acker, Kathy Perry Brasfield, J. Seth Gowan, Lauren Latham, Darlene Burt **Statutory Authority:** Code of Ala. 1975, §§34-14A-7, 34-14A-11. **History:** Filed: March 22, 1993. **New Rule:** Filed: May 12, 1993, effective June 16, 1993. **Amended:** Filed September 23, 1994; effective October 28, 1994. **Amended:** Filed January 28, 1998; effective March 4, 1998. **Amended:** Filed May 6, 2002; effective June 10, 2002. **Amended:** Filed August 27, 2018, effective October 11, 2018. **Amended:** Published January 31, 2025; effective March 17, 2025.

465-X-4-.04 Fees.

Fees shall be as follows:

(1) Annual License Fees.

This fee must accompany the initial application for a license and each annual license renewal application.

License without limitation	235.00
License with limitation	235.00
License with limitation, limited to residential roofing	150.00

(2) Annual Homeowners' Recovery Fund Fee. 15.00

This fee must accompany license applications and license renewal applications for licenses without limitation and with limitation. This fee does not apply to licenses with limitation, limited to roofing

(3) Nonrefundable Application Processing Fee For New Applicants. 100.00

This fee must accompany all applications submitted by applicants for a new license.

(4) Nonrefundable Application Processing

Fee For Applicants Holding Expired Licenses Without Limitation and With Limitation Less Than Three Years Old. 350.00

This fee must accompany all applications submitted by applicants holding expired licenses without limitation and with limitation less than three years old, who desire to reactivate the expired license.

(5) Nonrefundable Application Processing

Fee For Applicants Holding Expired Licenses With Limitation, Limited to Residential Roofing Less Than Three Years Old. 150.00

This fee must accompany all applications submitted by applicants holding expired licenses with limitation, limited to residential roofing less than three years old, who desire to reactivate the expired license.

(6) Inactive Fees for Licenses Without Limitation And With Limitation. 125.00

This fee must accompany an application for an inactive license without limitation and with limitation and each renewal inactive license application. Building officials applying for or renewing an inactive license are exempted from this fee. Licensees renewing as inactive pursuant to Code of Ala. 1975, Section 31-12A-4 are exempted from this fee.

(7) Inactive Fees for Licenses with Limitation Limited to Residential Roofing. 75.00

This fee must accompany an application for an inactive license with limitation, limited to residential roofing and each renewal inactive license application.

(8) Record Fee. 15.00

This fee must accompany a request for an applicant's examination records.

(9) Late Fee. 50.00

This fee must accompany all license renewal applications received on December 1, or thereafter, of the year preceding the year for which the license is to be renewed. Building officials filing a late application for an inactive license are exempted from this fee.

(10) Bad Check Fee. 30.00

Pursuant to Code of Ala. 1975, §8-8-15, this fee must accompany any check, or other negotiable instrument drawn on a bank or other depository institution and made payable to the Board if the instrument is not paid or is dishonored by the institution.

(11) Application Package Fee. 25.00

Pursuant to Code of Ala. 1975, §41-22-4(3), this fee must accompany a request for an application package for a new license to be mailed. The application package includes a copy of Code et seqof Ala. 1975, §34-14A-1 ., administrative rules and necessary forms for licensure.

(12) New Continuing Education Provider Fee 250.00

This fee must accompany a new provider application.

(13) Continuing Education Provider Renewal Fee 125.00

This fee must accompany a provider renewal application

(14) New Instructor Fee 100.00

This fee must accompany a new instructor application.

(15) Instructor Renewal Fee 50.00

This fee must accompany an instructor renewal application.

(16) New Course Fee 50.00

This fee must accompany a new course application.

(17) Course Renewal Fee 25.00

This fee must accompany a course renewal application.

(18) Continuing Education Late Fee 50.00

This fee may be accrued by failing to comply with continuing education requirements by November 30th.

(19) Non-Traditional Approval Fee 50.00

This fee is to accompany request for non-traditional continuing education request.

(20) Credit Hour Fee

Providers may be required to submit a fee of up to $5.00 for every credit hour taught to each licensee.

(21) Licensee designated qualifying representative hardship waiver fee 125.00

This fee must accompany a hardship waiver submitted by the designated qualifying representative of a licensed corporation, limited liability company, or partnership with a limited or unlimited license pursuant to Code of Ala. 1975, Section 41-9A-3.

(22) Licensee designated qualifying representative hardship waiver fee 75.00

This fee must accompany a hardship waiver submitted by the designated qualifying representative of a licensed corporation, limited liability company, or partnership with a license limited to roofing pursuant to Code of Ala. 1975, Section 41-9A-3.

(23) Lost or Stolen Replacement License Fee 25.00

This fee must accompany a request for a lost or stolen wallet card and/or certificate.

(24) Change of Designated Qualifying Representative for Corporation, Limited Liability Company, and Partnership Fee. 100.00

This fee must accompany a change of designated qualifying representative for a corporation, limited liability company, and partnership already licensed by the Board.

(25) Public Records Fees

Standard request for public records 20.00

This fee may be required before request is fulfilled after notice of the fee is provided to the person requesting.

Time-intensive Request for public records 20.00 per hour

This fee may be required before request is fulfilled after notice of the fee is provided to the person

requesting. The agency may also charge actual cost incurred while processing requests.

Payment of this fee may be required before request is fulfilled and after notice of fee is provided to the person requesting.

Author: David R. Boyd, Dorman Walker, Lois Woodward, Beth Acker, Kathy Perry Brasfield,Jamie A. Durham, J. Seth Gowan, Lauren Razick, Darlene Burt
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465-X-4-.05 Additional Costs.

Applicants required to provide to the Board specified information from third parties [including without limitations, credit reports and examination results (testing experience and ability)] shall pay the cost of obtaining such information directly to the provider, provided; however, the cost of obtaining such information shall be payable to the Board and the Board shall reimburse the provider for such cost where the Board and the provider have a contract which provides for payment to be handled in this manner.
Author: David R. Boyd, Dorman Walker, Lois Woodward, Beth Acker
Statutory Authority: Code of Ala. 1975, §§34-14A-5, 34-14A-11.
History: Filed: March 22, 1993. **New Rule:** Filed: May 12, 1993, effective June 16, 1993. **Emergency Amendment:** Filed June 20, 1994. **Amended:** Filed September 23, 1994; effective October 28, 1994. **Amended:** Filed January 28, 1998; effective March 4, 1998.

465-X-4-.06 Fee Adjustments.

The Board may adjust fees as necessary to provide sufficient revenues to pay all salaries, costs, and expenses incurred by the board in enforcing this chapter and promoting public health, safety, welfare, and consumer protection.
Author: David R. Boyd, Dorman Walker, Lois Woodward, Jamie A. Durham, J. Seth Gowan
Statutory Authority: Code of Ala. 1975, §§34-14A-5, 34-14A-11.
History: Filed: March 22, 1993. **New Rule:** Filed: May 12, 1993, effective June 16, 1993. **Amended:** Filed August 27, 2018, effective October 11, 2018.