WORKSHEET FOR APPLICATION FOR CT POOL BUILDER LICENSE

PRIOR TO JANUARY 1, 2014

______________________________________________  ____________________________________
Name                                             Company (Trade) Name

The following worksheet will assist you to meet the Application Attachment “A” requirements

(1) Provide a reference letter from

   a) a trade-related business who will attest that I own/work for an established business.

   b) a financial institution that will attest that I own/work for an established business.

The reference letter should be on company letterhead and state the name of the person providing the reference and contact information should the Department of Consumer Protection need to contact that individual.

(2) The employer or company I own or work for has obtained a Home Improvement Contractor Registration:

______________________________________________  __________________________
Name of Contractor                                 HIC Number

(3) (4) or (5) I will provide one of the following, (please check one that fits your circumstances):

_____ I am employed by a Corporation, or Limited Liability Company (LLC), or Limited Partnership (LP) in the State of Connecticut and I have attached a copy of a Certificate of Good Standing from the Secretary of State of Connecticut; or

_____ I am employed by an out of state Corporation, or LLC, or LP and I have attached a Certificate of Good Standing from the Secretary of State of the state where the Corporation, or LLC, or LP is registered and a copy of a Certificate of Good Standing from the Secretary of State of Connecticut; or

_____ I am not a corporation, an LLC, or an LP; I have attached a certified copy of my Trade Name Certificate from the Town in which I primarily conduct my business in accordance with Section 35-1 of the General Statutes of CT.
(6) Provide three (3) current reference statements from qualified persons who are familiar with my knowledge, skills and abilities relating to the performance of swimming pool builder and installer. (Qualified references may include subcontractors, general contractors, code officials, engineers, architects, clients, etc. Be sure that references include their name, company, phone and/or email on the letterhead.) Three current references from other qualified persons who are familiar with my knowledge, skills and abilities relating to the performance of the Swimming Pool Builder services:

(7) Five (5) swimming pool installations at least five years prior to July 1, 2012 and attached is a copy of your CBP certification or equivalent education; or 7 swimming pool installations at least seven years prior to July 1, 2012, if you do not have an APSP CBP or equivalent education:

_____ Certified Builder Professional (CBP)? If yes, attach a copy of your certificate or ID card

Installation 1
Address of Installation: ______________________________________
________________________________________________________________________
Description of Work Performed:
________________________________________________________________________
________________________________________________________________________
Date of Completion: _____/_____/_______

Installation 2
Address of Installation: ______________________________________
________________________________________________________________________
Description of Work Performed:
________________________________________________________________________
________________________________________________________________________
Date of Completion: _____/_____/_______
Installation 3
Address of Installation: __________________________________________
________________________________________

Description of Work Performed:
______________________________________________________________________________
______________________________________________________________________________
______________________________________________________________________________

Date of Completion: _____/_____/_______

Installation 4
Address of Installation: __________________________________________
________________________________________

Description of Work Performed:
______________________________________________________________________________
______________________________________________________________________________
______________________________________________________________________________

Date of Completion: _____/_____/_______

Installation 5
Address of Installation: __________________________________________
________________________________________

Description of Work Performed:
______________________________________________________________________________
______________________________________________________________________________
______________________________________________________________________________

Date of Completion: _____/_____/_______

*** If you are not an APSP Certified Builder Professional (CBP), you must complete Installation 6 and 7

Installation 6
Address of Installation: __________________________________________
________________________________________
Description of Work Performed:
______________________________________________________________________________
______________________________________________________________________________
______________________________________________________________________________
Date of Completion: _____/_____/_______

Installation 7

Address of Installation: ____________________________
______________________________________________________________________________

Description of Work Performed:
______________________________________________________________________________
______________________________________________________________________________
______________________________________________________________________________
Date of Completion: _____/_____/_______

Have you attached the following documents?

☐ One reference from trade-related business

☐ One reference from financial institution

☐ Certificate of good standing or trade name certificate

☐ Three (3) reference statements from qualified persons who are familiar with your skills

☐ A copy of your APSP CBP certificate or ID Card