

## **Conditions for Underground Utilities License**

- Completed Pre-Application (no fee for those who are grandfathered). Designated license number will be assigned upon completing this form.
- Grandfather clause is good from 1/1/15 to 06/30/15 and must show proof of license held for last 5 years from city or town in Rhode Island.
- Completed Application.
- Affidavit signed acknowledging general laws and regulations.
- \$20, 000.00 Bond made out to State of Rhode Island Contractors Registration and Licensing Board pursuant to RIGL 5-65.3-10.
- \$1,000,000.00 Insurance policy single limit public liability and property damage pursuant to RIGL 5-65.3-9. Contractors Board must be listed as the holder of certificate.
- Workers Compensation Insurance if employees.
- Verification of filings with Secretary of State's office.
- \$200.00 Fee for two years and \$10.00 fee for picture ID card.
- Heavy duty equipment operators license from DLT pursuant to 5-65.3-4 (a) (1).
- Proof of passing grade on written examination provided by third party testing company PSI pursuant to 5-65.3-4 (a) (2).
- A conditional certificate of license will be provided upon meeting all qualifications and when the rules and regulations are promulgated by the Board a picture identification card will be issued. Licensee will be required to return to Board for picture and issuance of new card.



# STATE OF RHODE ISLAND AND PROVIDENCE PLANTATIONS

Department of Administration  
CONTRACTORS' REGISTRATION AND LICENSING BOARD  
One Capitol Hill  
Providence, RI 02908-5859

Office (401)222-1270  
TDD (401)222-6334  
FAX (401)222-1940  
[www.crlb.ri.gov](http://www.crlb.ri.gov)

## ALL PRE-LICENSE APPLICATIONS EXPIRE 180 DAYS FROM DATE OF SUBMITTAL

Date: \_\_\_\_\_

Application No. \_\_\_\_\_

(OFFICE USE ONLY)

"GRANDFATHER" LICENSE HOLDER YES ☐ (NO FEE) NO ☐ (FEE)

Please attach past city or town issued license.

**ALL PRE-LICENSE APPLICATIONS REQUIRE A NON-REUNDABLE FEE OF \$50.00 AT TIME OF SUBMITTAL**

**FEES MAY BE PAID BY CHECK, MONEY ORDER (PAYABLE TO THE C.R.L.B.) OR BY DEBIT/ CREDIT CARDS  
(CARDS CAN ONLY BE USED AT OFFICE)**

Check Types of Licenses Applying For:

☐ Commercial Roofer ☐ Underground Utility Installers

☐ Home Inspector ☐ Associate Home Inspector

☐ Well Driller ☐ Well Driller/ Pump Installer ☐ Pump Installer

Name: \_\_\_\_\_

Company Name: \_\_\_\_\_

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

(P.O. BOXES NOT ACCEPTABLE)

Driver's License State: \_\_\_\_\_ No. \_\_\_\_\_ Date of Birth \_\_\_\_\_

Home Phone Number \_\_\_\_\_

Business Phone Number \_\_\_\_\_

Cell Phone Number \_\_\_\_\_

EMAIL \_\_\_\_\_

Print Name \_\_\_\_\_

Signature \_\_\_\_\_



**STATE OF RHODE ISLAND AND PROVIDENCE PLANTATIONS**

Department of Administration

**CONTRACTORS' REGISTRATION AND LICENSING BOARD**

One Capitol Hill

Providence, RI 02908-5859

Office (401)222-1270

TDD (401)222-6334

FAX (401)222-1940

www.crb.ri.gov

**UNDERGROUND UTILITY CONTRACTOR AFFIDAVIT**

I, \_\_\_\_\_ (print name), being duly sworn, hereby depose and state that I have read and will abide by the following provisions, understanding that the foregoing highlights significant aspects of the Underground Utility Contractors' Licensing Act (R.I.G.L. § 5-65.3-1 *et seq.*) and relevant provisions of the Contractors' Registration Act (R.I.G.L. § 5-65-1 *et seq.*), but does not represent the law in its entirety.

1. Throughout the period of licensing, the underground utility contractor shall carry a twenty thousand dollar (\$20,000) bond conditioned substantially that the applicant indemnifies and holds harmless the several cities and towns of this state and their officers from all suits and actions of every name and description brought against any of those cities, towns, and state or any of their officers for, or on account of, any injuries or damages received or sustained by any person in consequence of, or resulting from, any work performed by the applicant or its employees, servants, or agents; or of or from any improper materials used in the work; or of or from any negligence in guarding the work; or of or from any act or omission of the applicant, or its employees, servants, or agents. *See* R.I.G.L. § 5-65.3-10. Failure to maintain such a bond will result in revocation/suspension of license, fines, or both.
2. Throughout the period of licensing, the underground utility contractor shall have in effect public liability and property damage insurance covering his/her work in an amount not less than one million dollars (\$1,000,000.00) combined single limit, bodily injury, and property damage. *See* R.I.G.L. § 5-65.3-9(a). Failure to maintain such insurance will invalidate license and may result in fines.
3. All work performed under an underground utility contractor's license shall be in compliance with the plans and specifications approved by the local municipality or other appropriate authority having jurisdiction over the utility and/or work to be performed. *See* R.I.G.L. § 5-65.3-8.
4. The Contractors' Board may revoke, suspend, refuse to reissue or reinstate an underground utility contractor's license for the reasons set forth in R.I.G.L. § 5-65-10, including, but not limited to: failure to be properly licensed; failure to maintain insurance; licensee engaged in dishonest or fraudulent conduct injurious to the public; licensee violated a rule or order of the board; licensee knowingly assisted an unlicensed person to act in violation of the statute; licensee violated state building codes; licensee misused license; licensee performed work or arranged to perform work with a suspended, invalidated, or revoked license; licensee breached a contract; licensee misrepresented license status; licensee hired an unlicensed/unregistered contractor, etc.
5. All contracts exceeding \$1,000.00 in value must be in writing (R.I.G.L. § 5-65-3(o)) and must contain the following:
  - a. A right of rescission clause (R.I.G.L. § 5-65-3(p));
  - b. Mechanic's lien notice: requires that all written contracts entered into between a property owner and a contractor must contain a statement that the contractor, subcontractor or material supplier may file a lien pursuant to the Rhode Island Mechanic's Lien Act at Ch. 28 title 34 of the R.I. Gen. Laws (R.I.G.L. §§ 5-65-3 and 5-65-18);
  - c. Written contracts shall include a location on or near the signature line for the parties to initial as evidence that the consumer received consumer education materials or information approved and provided by the board (R.I.G.L. § 5-65-3(o)).

6. The Board may impose fines for violations of any provision of 5-65.3 up to \$5,000 for the first offense and up to \$10,000 for the second and subsequent violations of the chapter.
7. The violation of a final order of the Board is a misdemeanor offense and the violation of three (3) or more final orders of the Board may be prosecuted as a felony. *See* R.I.G.L. § 5-65-19 (a) & (c).
8. Fines and penalties payable to and for the benefit of a governmental unit may constitute a non-dischargeable debt in a bankruptcy proceeding. *See* Bankruptcy Code, 11 U.S.C. § 523(a)(7).
9. Should the board, pursuant to its investigatory powers (*see* R.I.G.L. §5-65-16 (c)), subpoena financial or other documents from an individual or his/her business, any suspicion of nondisclosure or improper record keeping may be reported to the appropriate authority.
10. Rhode Island law requires anyone who digs to notify utility companies before excavating. *See* R.I.G.L. 39-1.2-1 *et seq.* Dig Safe® is a free service that notifies member companies of future digs so that the location of underground facilities can be identified on the job site. Call 1 (888) DIG-SAFE.
11. An underground utility contractor must notify the Board in writing of any change of address while licensed and for one (1) year following the date of an expired or otherwise inactive license. *See* R.I.G.L. § 5-65-6. Any proposed or final order or notice of hearing sent by the Board to the contractor's last known address of record will be considered delivered when deposited in the U.S. mail and/or sent registered, certified, or post office secured.
12. A partnership, corporation, or joint venture may do work, offer to do work, or submit a bid to perform work only if licensed. In the case of license by a corporation or partnership, an individual shall be designated to be responsible for the work performed. The corporation or partnership and its designee shall be jointly and severally liable for any fees and violations. *See* R.I.G.L. § 5-65-3.
13. Every business operating with one or more employees (with few exceptions) must have workers' compensation insurance coverage. *See* R.I.G.L. §§ 5-65.3-9(b) and 28-29-1 *et seq.* Workers' compensation covers 100% of an injured employee's medical expenses and provides for a percentage of his/her lost wages. For more information consult the Internal Revenue Code or contact the U.S. Department of the Treasury Internal Revenue Service. It is your responsibility to properly identify employees. Employers who do not have the required workers' compensation insurance may be sued by an injured employee and are subject to penalties imposed by the Department of Labor Training and the Contractors' Board.

\_\_\_\_\_  
**Print name (principal)**

\_\_\_\_\_  
**Sign (principal)**

\_\_\_\_\_  
**Dated**

\_\_\_\_\_  
**COUNTY**

Subscribed and sworn to before me on this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
**Name:**

\_\_\_\_\_  
**Notary Public**

\_\_\_\_\_  
**My Commission Expires:**

\*\*\*\*\* *This form must be notarized to process license* \*\*\*\*\*



**STATE OF RHODE ISLAND AND PROVIDENCE PLANTATIONS**

Department of Administration

**CONTRACTORS' REGISTRATION AND LICENSING BOARD**

One Capitol Hill

Providence, RI 02908-5859

Office (401)222-1270

TDD (401)222-6334

FAX (401)222-1940

www.crlb.ri.gov

**UNDERGROUND UTILITY LICENSE APPLICATION**

<b>1.)</b>	<div style="text-align: center;"><b>A.</b> <input type="checkbox"/> <b>INDIVIDUAL PROPRIETOR LICENSE FEE \$200.00 for 2 YEARS</b></div> <div style="text-align: center;">* PLUS A \$10.00 PICTURE ID FEE</div>	<div style="text-align: center;"><b>B.</b> <input type="checkbox"/> <b>PARTNERSHIP LICENSE FEE \$200.00 for 2 YEARS</b></div> <div style="text-align: center;">* PLUS A \$10.00 PICTURE ID FEE</div>	<div style="text-align: center;"><b>C.</b> <input type="checkbox"/> <b>CORPORATION OR LLC LICENSE FEE \$200.00 for 2 YEARS</b></div> <div style="text-align: center;">* PLUS A \$10.00 PICTURE ID FEE</div>
<b>ALL LICENSES EXPIRE ON THE FIRST OF THE MONTH. PRINT/TYPE YOUR NAME AND BUSINESS NAME EXACTLY AS THEY WILL APPEAR ON THE LICENSE.</b>			
<div>Driver's License State _____ No. _____ License No. _____ (OFFICE USE ONLY)</div> <div>Name: _____ Date of Birth _____ (PRINCIPAL RESPONSIBLE)</div> <div>Address (P.O. BOXES NOT ACCEPTABLE) _____ E-Mail _____</div> <div>Home Phone Number _____ Business Phone Number _____ Cell Phone Number _____</div> <div>Business Name _____ Web Address _____</div> <div>Mailing Address of Business _____ City _____ State _____ Zip Code _____</div> <div>FEIN # _____</div>			
<b>2.)</b>	<div style="text-align: center;"><b>PROOF OF RHODE ISLAND STATE RESIDENCY IS REQUIRED</b></div> <div>No license shall be issued to a nonresident underground utility contractor until he or she has filed with the Board a power of attorney constituting and appointing a registered agent (an attorney whose office is located within the boundaries of the State of R.I. or a registered agent listed with the R.I. Secretary of State Office) upon whom all processes in any action or legal proceeding against him or her may be served, and in the power of attorney agrees that any lawful process against him or her which may be served upon his or her registered agent is of the same force and validity as if served on the nonresident underground utility contractor, and that the force continues irrevocably in force until such time as the Board has been duly notified in writing of any change.</div> <div>AGENT OF SERVICE NAME: _____ TELEPHONE NO. _____</div> <div>ADDRESS _____ CITY _____ ZIP CODE _____</div>		
<b>3.)</b>	<div style="text-align: center;"><b>CURRENT DEPARTMENT OF LABOR AND TRAINING HOISTING ENGINEERS LICENSE TO SATISFY R.I.G.L. § 5-65.3.4 -(a)- (1)</b></div> <div>LICENSE NUMBER _____ EXPIRATION DATE _____</div>		
<b>4.)</b>	<div>Pursuant to R.I.G.L. § 5-65.3-7, a license may be issued to an applicant without examination between January 1, 2015 and June 30, 2015 if the applicant has previously been granted a drain layer/ underground utility contractor license by any Rhode Island city/ town within the last 5 years.</div> <div><b>CURRENT/PREVIOUS LICENSE</b></div> <div>CITY/TOWN _____ NUMBER _____ EXPIRATION DATE _____</div>		
<b>5.)</b>	<div style="text-align: center;"><b>SUPPLIED TWENTY THOUSAND DOLLAR (\$20,000) BOND PURSUANT TO RIGL §5-65.3-10</b></div> <div>BOND CARRIER _____ BOND NUMBER _____ \$ _____ BOND AMOUNT</div>		

6.)	<p style="text-align: center;"><b>REQUIRED LIABILITY INSURANCE: R.I.G.L. §5-65.3.4-(a)-(2)</b></p> <p><b>YOU ARE REQUIRED TO HAVE IN EFFECT, THROUGHOUT THE PERIOD OF LICENSE, PUBLIC LIABILITY AND PROPERTY DAMAGE INSURANCE IN THE MINIMUM AMOUNT OF \$1,000,000 COMBINED SINGLE LIMIT, BODILY INJURY, AND PROPERTY DAMAGE. FAILURE TO MAINTAIN THIS INSURANCE WILL RESULT IN TERMINATION OF YOUR LICENSE. A CERTIFICATE OF INSURANCE MUST BE SUBMITTED WITH THIS APPLICATION, AND MUST INDICATE THAT THE CONTRACTORS' REGISTRATION AND LICENSING BOARD WILL BE NOTIFIED BY THE INSURANCE CARRIER UPON CANCELLATION OF THE LICENSEE'S INSURANCE POLICY.</b></p> <div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> <p>NAME OF LIABILITY INSURANCE CARRIER _____</p> <p>INSURANCE AGENCY NAME _____</p> <p>AGENCY ADDRESS _____</p> </div> <div style="width: 45%;"> <p>POLICY NUMBER _____</p> <p>TELEPHONE NUMBER _____</p> <p>CITY _____ STATE _____ ZIP CODE _____</p> </div> </div>
7.)	<p><b>EMPLOYEES: DO YOU NOW HAVE, OR DO YOU PLAN TO HIRE, EMPLOYEES?</b>      <input type="checkbox"/> YES      <input type="checkbox"/> NO</p> <p><b>I HEREBY VERIFY THAT WORKERS COMPENSATION INSURANCE IS IN EFFECT AND RECORDED WITH THE RHODE ISLAND DEPARTMENT OF LABOR AND TRAINING (REQUIRED FOR ONE (1) OR MORE EMPLOYEES). I HEREBY VERIFY THAT EFFECTIVE THIS DATE AND FOR AS LONG AS THIS LICENSE IS IN EFFECT AND I EMPLOY ANY PERSONS, I HAVE AND WILL CONTINUE TO CARRY THE REQUIRED WORKERS COMPENSATION INSURANCE.</b></p> <p>Workers Compensation Carrier _____ Policy # _____</p>
8.)	<p><b><u>TESTING:</u></b></p> <p>As of January 1, 2015, if you have not been previously licensed as a drain layer/ underground utility contractor with any city or town in Rhode Island, you are required to take and pass a written examination approved by the Contractors' Registration Board. Additional partners, corporate officers, and LLC members requesting a license must each meet the licensing requirements of R.I.G.L. § 5.65.3-4.</p> <p><b>CERTIFICATE OF PASSING EXAM SUPPLIED BY APPLICANT</b>      YES <input type="checkbox"/>      NO <input type="checkbox"/></p>
10.)	<p><b>REQUIRED AFFIDAVIT ATTACHED (SIGNED BY PRINCIPAL AND NOTORIZED)</b>      YES <input type="checkbox"/>      NO <input type="checkbox"/></p>
11.)	<p><b>SIGN IN THE PRESENCE OF NOTARY: I HEREBY VERIFY THAT ANY CORPORATION INCLUDED IN THIS APPLICATION HAS BEEN RECORDED WITH THE RHODE ISLAND SECRETARY OF STATE CORPORATION DIVISION AND APPROVED FOR USE BY THE APPLICANT. I HEREBY VERIFY THAT EFFECTIVE THIS DATE AND FOR AS LONG AS THIS CONTRACTORS' REGISTRATION and LICENSING BOARD IS IN EFFECT, I HAVE AND WILL CONTINUE TO CARRY THE REQUIRED LIABILITY INSURANCE. I HEREBY VERIFY THAT TO THE BEST OF MY KNOWLEDGE ALL STATEMENTS ON THIS FORM ARE COMPLETE, TRUE, CORRECT AND ACCURATE. I HEREBY ACKNOWLEDGE THAT MY GENERAL LIABILITY INSURANCE POLICY HAS BEEN OBTAINED TO COVER ALL ASPECTS OF WORK TO BE PERFORMED:</b></p> <div style="display: flex; justify-content: space-between;"> <div style="width: 45%;">SIGNATURE OF (PRINCIPAL/ RESPONSIBLE) _____</div> <div style="width: 45%;">DATE _____</div> </div> <p>PRINT NAME OF (PRINCIPAL/ RESPONSIBLE) _____</p> <p>SIGNED OR ATTESTED BEFORE ME ON _____</p> <p>STATE OF _____ COUNTY OF _____</p> <p>MY COMMISSION EXPIRES _____ NOTARY PUBLIC _____</p>
12.)	<p><b>SEND THIS APPLICATION AND THE APPROPRIATE FEES TO:</b></p> <p><b>THE DEPARTMENT OF ADMINISTRATION CONTRACTORS' REGISTRATION AND LICENSING BOARD, ONE CAPITOL HILL, PROVIDENCE, RI 02908.</b></p> <p><b>LICENSE WILL BE PROCESSED AT THAT TIME.</b></p> <p><b>MAKE CHECKS OR MONEY ORDERS PAYABLE TO R.I.C.R.L.B.</b></p> <p><b>ALL FEES, AFFIDAVIT, INSURANCE, BOND, CERTIFICATE OF PASSING EXAM (IF REQUIRED) and CORPORATE PAPERS MUST ACCOMPANY THIS APPLICATION.</b></p>