

# INSTRUCTIONS FOR LICENSE BONDS

Bonds must be submitted on the Registrar's Bond Form and filled in completely.

1. Surety bond number. A 'BINDER' in lieu of a bond number is not acceptable.
2. COMPANY NAME LINE: Company or Business name must appear **exactly** as it appears on the license application, followed by DBA (Doing Business As Name), **if** using one.

Sole Proprietor Bond: Company name line will be the Individual's name as it appears on their Government Issued Photo ID followed by DBA (Doing Business As) name, **if** using one.

Partnership Bond: All partners' names followed by DBA company name, **if** using one.

Corporation or Limited Liability Company Bond: Corporation/Limited Liability Company name must read **exactly** as it appears on Arizona Corporation Commission, and if a DBA is used, Corporation/Limited Liability Company name followed by DBA name.

3. Name of the Surety company.
4. The amount of the bond required depends upon the classification of the license (see reverse side for instructions) and is based on your estimated annual volume. For Dual license classifications the Penal Sum must be separated out into the Residential amount and the Commercial amount. For example: "CR-II ELECTRICAL: \$4250 RESIDENTIAL, \$2500 COMMERCIAL".
5. License Classification: number and title, for example: "C-II ELECTRICAL".
6. Effective date may not be a future date and must be dated within 6 months of submission.
7. Attorney-in-Fact must sign. This signature must be notarized.
8. Bond company Seal must be attached.
9. Corrections cannot be handwritten. Corrections require a Bond Rider from the Bond Company, or can be updated via the Bond Portal for bond companies who are participating.
10. Bonds may be submitted by the bond company through the **ROC's Bond Portal** (for bond companies who have joined the Portal), by email to [Licensing@roc.az.gov](mailto:Licensing@roc.az.gov), by mail or in person.

Sample bonds available on the forms page.

SEE BOND SCHEDULES ON THE REVERSE SIDE.

<b>RESIDENTIAL CLASSIFICATION</b>	<b>CONTEMPLATED GROSS VOLUME WITHIN ARIZONA</b>	<b>(PER EACH LICENSE)</b>
Class B, B-3, B-4, B-4R, B-5, B-5R, B-6 and B-10	<b>Less than \$750,000</b>	<b>\$ 9,000</b>
	<b>\$750,000 or more</b>	<b>15,000</b>
Class R, R-R and specialty dual residential	<b>Less than \$375,000</b>	<b>4,250</b>
	<b>\$375,000 or more</b>	<b>7,500</b>

<b>COMMERCIAL CLASSIFICATION</b>	<b>CONTEMPLATED GROSS VOLUME WITHIN ARIZONA</b>	<b>(PER EACH LICENSE)</b>
Class A and B general commercial building contractors and sub classification of general commercial contractors.	<b>\$150,000 or less</b>	<b>\$ 5,000</b>
	<b>In excess of \$150,000 but not more than \$500,000</b>	<b>15,000</b>
	<b>In excess of \$500,000 but not more than one million</b>	<b>25,000</b>
	<b>In excess of one million but not more than five million</b>	<b>50,000</b>
	<b>In excess of five million but not more than ten million</b>	<b>75,000</b>
	<b>Over ten million</b>	<b>100,000</b>
Class C and specialty dual commercial	<b>\$150,000 or less</b>	<b>\$ 2,500</b>
	<b>In excess of \$150,000 but not more than \$500,000</b>	<b>7,000</b>
	<b>In excess of \$500,000 but not more than one million</b>	<b>17,500</b>
	<b>In excess of one million but not more than five million</b>	<b>25,000</b>
	<b>In excess of five million but not more than ten million</b>	<b>37,500</b>
	<b>Over ten million</b>	<b>50,000</b>

Dual license bond amounts are the combined amount required for residential and commercial classifications.