

### Information on Certificates of Authority

You will need to complete the Certificate of Authority and return it along with the fee of \$100.  
Please make check payable to: DBS-Public Works Contractors.

If you have multiple construction managers working for your firm, have all construction managers sign the Certificate of Authority for and return it along with the fee of \$100.

You do not have to pay \$100 for each CM in your employ.

Please make check payable to: DBS-Public Works Contractors.

APPLICATION FOR CERTIFICATE OF AUTHORITY

Fee for Certificate \$100

Date \_\_\_\_\_

When two principals or employees of a firm are licensed construction managers, the firm may apply to the Public Works Contractors License Bureau for a Certificate of Authority so it can provide construction management services.

You must designate the licensed construction managers, who are principals or employees of the firm.

The licensed construction managers must sign a statement accepting the responsibility and duty to provide construction management services for the firm.

\_\_\_\_\_  
Company (firm)  
\_\_\_\_\_  
Company Street Address  
\_\_\_\_\_  
Company City, State, Zip Code

Designates

_____ Licensed Construction Manager	_____ Licensed Construction Manager
_____ CM License Number	_____ CM License Number

as the responsible Construction Managers in charge of construction management services provided by this firm.

_____ Licensed Construction Manager	_____ CM License Number
_____ Licensed Construction Manager	_____ CM License Number
_____ Licensed Construction Manager	_____ CM License Number
_____ Licensed Construction Manager	_____ CM License Number

accepts the responsibilities and duties to provide construction manager services for the firm.

If the construction managers designated by the firm cease to be licensed or to be principals or employees of the firm, the firm shall immediately notify the Bureau in writing and shall cease to hold itself out as qualified to offer construction management services. If the firm is in the process of providing construction management services when it's designated licensed construction manager becomes unable to provide those services, the firm shall complete the construction management services for the project by using the services of another licensed construction manager who need not be a principal or employee of the firm. The firm shall not provide or hold it self out as providing construction management services for other projects until the Bureau has reinstated the firm's certificate of authority.

Once the Bureau receives notification, the Bureau shall suspend the firm's Certificate of Authority.

Date \_\_\_\_\_ Signed \_\_\_\_\_  
(Individual, Partner or Officer of the Company)

Fee Received \_\_\_\_\_ Receipt No. \_\_\_\_\_ Date Received \_\_\_\_\_