

CONSTRUCTION INDUSTRIES DIVISION

2550 Cerrillos Road

P.O. Box 25101

Santa Fe, NM 87504

TELEPHONE: 476-4700

APPLICATION FOR HANDYMAN DECLARATION CERTIFICATE

(Under Statutes 60-13-3D(14), NMSA 1978)

PLEASE READ THESE INSTRUCTIONS CAREFULLY BEFORE FILLING OUT THE APPLICATION

NOTE:

1. ANY APPLICATION RECEIVED AND NOT COMPLETED WILL BE RETURNED.
2. APPLICATION MUST BE ORIGINAL.
3. THIS APPLICATION IS NOT TO BE USED FOR RENEWAL OF HANDYMAN CERTIFICATE.

INSTRUCTIONS:

1. **Submit \$15.00 application fee (non-refundable).**
2. Read carefully Items I and II, page 2.
3. Complete PARTS A, B, and C.
4. Sign and notarize application.
5. **Submit a copy of your Certificate of Registration from the Taxation and Revenue Department.**
6. Telephone answering service and P.O. numbers are **NOT** acceptable as a part of address.
7. Report **ANY** change of residence address, mailing address or telephone number to the Division immediately.
8. Present the card issued to you to each owner that you propose to work for, in order that the owner will understand the limitations of your qualifications and the type of work you are allowed to do.
9. Renew Certificate annually (renewal form will be mailed to you from this office).

PART A:

NAME _____
Please print-cannot use a company name

MAILING ADDRESS _____

HOME ADDRESS _____

CITY _____ STATE _____ ZIP CODE _____

COUNTY _____ NM TAXATION AND REVENUE TAX NUMBER _____

HOME TELEPHONE NUMBER _____ (Answering Service not acceptable)

PART B:

I, _____, state that:

1. I shall not do more than seven thousand, two hundred dollars (\$7,200) gross annual business during the year 200____ to 200____.
2. The work I shall perform will not include the installation, connection or repair of any electrical wiring, plumbing or gas fitting as defined in Section 60-13-32, NMSA 1978.
3. The work I shall perform is not part of a larger or major operation undertaken by a different contractor or myself.
4. I will not advertise or maintain a sign, cars or other device which would indicate to the public that I am qualified to engage in the business of contracting.
5. I will file annually with Division, on a form prescribed by the Division, a declaration substantially to the effect that I am not a contractor within the meaning of the Construction Industries Licensing Act of New Mexico.
6. That the work I will perform is casual, minor and repair work only will not include more than one undertaking or project at one time.
7. If I do a gross annual business in excess of seven thousand, two hundred dollars (\$7,200), I shall report this fact to the Construction Industries Division immediately, and before I do work which requires a contractor's license, I will apply for such license immediately.

PART C:

Please tell us **exactly** the kind of work that you wish to perform under this Handyman Certificate.

I HEREBY CERTIFY THAT I HAVE READ ALL THE INFORMATION ON THIS APPLICATION AND THAT ALL STATEMENTS MADE ARE TRUE AND CORRECT.

Signature of Applicant

Subscribed and Sworn to before me this ____ day of _____, 200____.

Notary Public

My Commission expires: _____

REGULATIONS FOR HANDYMEN:

ITEM I. Definitions:

- A. Casual-means employment for irregular periods and occurring without regularity.
- B. Minor-means smaller, inferior in importance, size or degree.
- C. Inconsequential-means of no importance or unimportant.

ITEM II. In view of the above dictionary definitions, the following will apply to Handyman Certificate.

A. Any person holding a Handyman's Certificate **may do** any of the following:

- 1. Repair building when the work is minor and inconsequential.
- 2. Repair broken windows and doors.
- 3. Repair cabinets.
- 4. Repair portions of porches, floors and roofs.
- 5. Repair broken fences or walls.

B. Any person holding a Handy man's Certificate **may not do** any of the following:

- 1. Advertise as a contractor.
- 2. Work on any projects with, under or sub-contractor from licensed contractors or others.
- 3. Impart to the general public he is any manner qualified to engage in the business of contracting.
- 4. Add on a room to an existing building.
- 5. Build or erect an entire building or structure-such as a home, business, shed, storage buildings.
- 6. Replace an entire roof.
- 7. Re-stucco an entire building (he may, however, re-stucco a portion thereof).
- 8. Use the services of others or hire employees.
- 9. Combine with others, including handymen, to accomplish his work.
- 10. Do mechanical or electrical work.
- 11. Hire sub-contractors.
- 12. Paint an entire building, structures, room or roof.
- 13. Work on more than one undertaking at a time.
- 14. Build a driveway.