



**Commonwealth of Massachusetts  
 Division of Professional Licensure  
 Office of Public Safety and Inspections  
 1000 Washington Street, Suite 710  
 Boston, Massachusetts 02118**

Date \_\_\_\_\_

Dear Applicant,

We are in receipt of your renewal application for your construction supervisor license. Your application is incomplete as it does not include information as to whether you are registered as a Home Improvement Contractor (HIC). You must register as an HIC if you or a company you own contracts or subcontracts with homeowners for home improvement services/work.

In order for your license to be processed, you must either register as an HIC and provide us with the registration number **or** provide a written explanation as to why you do not need to register.

For example, you do not need to register as an HIC if you:

1. Do not contract with homeowners for remodeling work
2. Are retired and want to maintain your license, but do not perform CSL or HIC work
3. Contract exclusively for commercial construction or new construction
4. Work exclusively on your own properties or state/municipal properties
5. Work exclusively as a full-time employee for a company that you do not own

If you believe you are not required to register as an HIC, please provide a brief explanation below and return this form with your renewal application.

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\_\_\_\_\_  
**Signature**

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**CSL License Number**

For more information on registering as an HIC, please go to [www.mass.gov/homeimprovement](http://www.mass.gov/homeimprovement) or contact Michael Morales at 617-973-8706

