



SAMPLE TRADE LICENSE REQUIREMENT GUIDE

(This is a sample document for reference only. Subcontractors must provide a valid trade license issued by the appropriate state or local authority.)

What is a Trade License?

A **trade license** is a government-issued certification that allows a professional to legally perform specialized work within their industry. Many home improvement trades require licensing to ensure compliance with local, state, and federal regulations.

Who Needs a Trade License?

If you are performing work in one of the following trades, you may be required to submit a valid trade license before starting work with Element Home Creations:

- ✓ **Electrical Contractors** – Master or Journeyman Electrician License
- ✓ **Plumbing Contractors** – State or County Plumbing License
- ✓ **HVAC Technicians** – Heating, Ventilation, and Air Conditioning (HVAC) License
- ✓ **General Contractors** – Home Improvement License or General Contractor License
- ✓ **Roofing Specialists** – Roofing Contractor License (if required in your state)
- ✓ **Other Specialized Trades** – Elevator Mechanics, Fire Protection Technicians, and other regulated professions

How to Provide Your Trade License

Subcontractors must submit a **copy of their valid trade license** that meets the following criteria:

- Issued by the appropriate **state or local licensing board**
- Must be **current and not expired**
- Must match the **business name or individual name** performing the work

Verification & Compliance

Element Home Creations reserves the right to verify all submitted trade licenses with the issuing agency. Failure to provide a required license may result in disqualification from working on certain projects.

For more information on licensing requirements, visit your state's licensing board website or contact us at **support@elementhomecreations.com**.

✉ **Submit Trade Licenses to:** support@elementhomecreations.com