



# New Mexico Regulation and Licensing Department

## CONSTRUCTION INDUSTRIES & MANUFACTURED HOUSING DIVISION

2550 Cerrillos Road ▪ Santa Fe, NM 87505 ▪ Ph (505) 476-4675 ▪ Fax (505) 476-4685

[www.rld.state.nm.us/construction](http://www.rld.state.nm.us/construction)

### 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, SIGNATURES, AND NOTARY MUST BE ORIGINAL

**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 have application notarized.
5. Submit a copy of your Certificate of Registration from the Taxation and Revenue Department
6. Telephone answering service and P.O. Box 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 to inform the owner that you are certified as a Handyman and not a Contractor.
9. Renew Certificate annually (a 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 & REVENUE CRS NUMBER: \_\_\_\_\_

HOME TELEPHONE NUMBER: \_\_\_\_\_

**PART B:**

I, \_\_\_\_\_, affirm that:

**Initial each section declaring you understand and will abide by the requirement of this certification.**

1.  I shall not do more than seven thousand, two hundred dollars (\$7,200) gross annual business during the 20\_\_\_\_/20\_\_\_\_ year. If I exceed \$7,200, I shall report this fact to the Construction Industries Division immediately.
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 will not be part of a larger or major operation undertaken by me or a licensed contractor.
4.  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.
5.  I will not advertise or maintain a sign, card, or other devise which would indicate to the public that I am qualified to engage in the business of contracting.
6.  I will be self-employed. The work I will perform shall be casual, minor and repair work only, and will not include more than one undertaking or project at a time.

**\*\*NOTE\*\***

FENCING, FIXTURES/CABINETS/MILLWORK, FLOORING, PAINTING, SANDBLASTING, TILE, WELDING, AND NON-REPAIR TYPE SERVICES SUCH AS CLEANING, HAULING & YARDWORK ARE EXEMPT FROM LICENSING AND HANDYMAN REQUIREMENTS



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**ITEM I .**

Initial each section declaring you understand terms and how each applies to handyman certificate.

- A. Casual - means employment for irregular periods and occurring without regularity for various property owners.
- B. Minor - means smaller in size or degree, less important.
- C. Inconsequential - means of little importance or unimportant, cosmetic.

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

**Initial each section declaring you understand and will abide by the requirement of this certification.**

- A. Any person holding a Handyman 's Certificate may perform any of the following:
  - Minor or inconsequential repairs to buildings or other structures (no structural repairs).
  - Repair holes in interior walls.
  - Repair broken windows and doors (no replacement).
  - Repair portions of porches and decks (no structural work or complete replacement).
  - Repair wooden or concrete stairs/steps (no complete replacement).
  - Repair siding excluding any work on stucco.
  
- B. Any person holding a Handyman's Certificate may not perform any of the following:
  - Advertise as a contractor or impart to the general public he is any manner qualified to engage in the business of contracting.
  - Work on any projects as a sub-contractor to a licensed contractor.
  - Add on a room to an existing building or remodel any portion of an existing room or building.
  - Build or erect an entire building or any other structure such as a porch, deck, shed, gazebo or other garden structure.
  - Perform any kind of roof construction or roof repair.
  - Perform any kind of stucco application or stucco repair.
  - Use the services of others, or hire employees or sub-contractors.
  - Combine with others, including other handyman certificate holders, to accomplish work.
  - Perform any plumbing, mechanical, or electrical work.
  - Work on more than one undertaking at a time.
  - Build a driveway.

**PART C:**

Please tell us in detail 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 \_\_\_\_\_ 20\_\_

Notary Public \_\_\_\_\_

My Commission Expires: \_\_\_\_\_

**\*\*NOTE\*\***

FENCING, FIXTURES/CABINETS/MILLWORK, FLOORING, PAINTING, SANDBLASTING, TILE, WELDING, AND NON-REPAIR TYPE SERVICES SUCH AS CLEANING, HAULING & YARDWORK ARE EXEMPT FROM LICENSING AND HANDYMAN REQUIREMENTS



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### 60-13-3. Definition; contractor.

As used in the Construction Industries Licensing Act [[60-13-1](#) NMSA 1978], "contractor":

A. means any person who undertakes, offers to undertake by bid or other means or purports to have the capacity to undertake, by himself or through others, contracting. Contracting includes constructing, altering, repairing, installing or demolishing any:

(1) road, highway, bridge, parking area or related project;  
(2) building, stadium or other structure;  
(3) airport, subway or similar facility;  
(4) park, trail, bridle path, athletic field, golf course or similar facility;  
(5) dam, reservoir, canal, ditch or similar facility;  
(6) sewerage or water treatment facility, power generating plant, pump station, natural gas compressing station or similar facility;

(7) sewerage, water, gas or other pipeline;

(8) transmission line;

(9) radio, television or other tower;

(10) water, oil or other storage tank;

(11) shaft, tunnel or mining appurtenance;

(12) leveling or clearing land;

(13) excavating earth;

(14) air conditioning, conduit, heating or other similar mechanical works;

(15) electrical wiring, plumbing or plumbing fixture, consumers' gas piping, gas appliances or water conditioners; or

(16) similar work, structures or installations which are covered by applicable codes adopted under the provisions of the Construction Industries Licensing Act;

D. does not include:

(14) an individual who works on one undertaking or project at a time that, in the aggregate or singly, does not exceed seven thousand two hundred dollars (\$7,200) compensation a year, the work being casual, minor or inconsequential, such as handyman repairs; provided that this exemption shall not apply to any undertaking or project pertaining to the installation, connection or repair of electrical wiring, plumbing or gas fitting as defined in [Section 60-13-32](#) NMSA 1978 and provided:

(a) the work is not part of a larger or major operation undertaken by the same individual or different contractor;

(b) the individual does not advertise or maintain a sign, card or other device which would indicate to the public that he is qualified to engage in the business of contracting; and

(c) the individual files annually with the division, on a form prescribed by the division, a declaration substantially to the effect that he is not a contractor within the meaning of the Construction Industries Licensing Act [[60-13-1](#) NMSA 1978], that the work he performs is casual, minor or inconsequential and will not include more than one undertaking or project at one time and that the total amount of such contracts, in the aggregate or singly, will not exceed seven thousand two hundred dollars (\$7,200) compensation a year.