

## **REQUIREMENTS FOR “BUILDERS TRADING LICENSE” ENDORSEMENT.**

1. **Application letter clearly outlining the following details and others as necessary to support applications: or renewal.**

- (a) Full name of the person or registered Company applying for the license.
- (b) Date of Birth of applicant or Directors of Company
- (c) Address, Phone No., Place where she/he lives and where the office is located.
- (d) Education background
- (e) Work Experiences

2. **Letter from the Town Officer or District Officer.**

- (a) Specify that the officer agrees with your identity and personality.
- (b) The officer knows you as “Builder” or whatever?
- (c) Confirms any construction work that the applicant have completed or known of.

3. **References.**

- (3.1) letter from client that you have constructed his/her house. Including the size, duration and his/her comments for your works – (2 client references required)
- (3.2) Letter from an Engineer or Architect stating your work experience with his/her recommendation for the license (two reference letters required).

4. **Copy of the Expired Builders Trading License.**

Attached a photocopy of the Expired License in case of applying for Renewal.

5. **Other Documents.**

In order to support your application endorsement, copies of job photos;folio of work; curriculum vitae or foreign countries builders license may be attached.

6. **Interview**

Once the Division satisfied with the application documentations then an interview shall be arranged and conducted which shall be based on the followings:

- 1. The “Building Control and Standard Act 2002”
- 2. The “Building Control and Standard Regulation 2005”
- 3. “National Building code of the Kingdom of Tonga”
- 4. Plan reading and interpretation.
- 5. Construction Background and Experiences.

Thank You

**Building Control Division.**