

# PRINCIPAL RME DESIGNATION

Access this form via website at: [cca.hawaii.gov/pvl](http://cca.hawaii.gov/pvl)

## (For Contracting Entities and Principal Responsible Managing Employees)

This form is being sent for you to acknowledge the relationship of the contracting entity and the "principal responsible managing employee" of the contracting entity.

The "**principal RME**" is one who is principally employed by the contracting entity and who qualified the contracting entity for licensure.

The "**principal RME**" will be held equally responsible, along with the licensed entity, for any violation of the contractors license law or any of the board's rules, including a failure to maintain financial responsibility.

The "**principal RME**" is required by law to assume the direct management of the contracting entity he is employed by. Direct management means the general supervision of the construction projects, the control of technical and administrative decisions, personnel management, review of construction contracts, and enforcing compliance with all laws and rules affecting the construction business. Your attention is further directed to §16-77-71 of the rules of the Contractors License Board. To obtain a copy of the laws and rules relating to contractors, send a written request to: *COMMERCE & CONSUMER AFFAIRS, P.O. Box 3469, Honolulu, HI 96801.*

- The laws and rules are also available on our website at: [cca.hawaii.gov/pvl](http://cca.hawaii.gov/pvl). Click on "Contractor". Under "Already Licensed..." click on "Contractors Laws and Rules (HRS/HAR)".

Failure of the "principal RME" to assume direct management of the construction business of the firm he is employed by is a violation of the contractors license law for which the licenses of both the firm and the "principal RME" can be suspended or revoked.

Designating a Principal RME? Check here, complete and submit this form.

Name of Entity: \_\_\_\_\_ License No. : \_\_\_\_\_  
(Print or Type) (If applicable)

Name of Principal RME: \_\_\_\_\_ License No. : \_\_\_\_\_  
(Print or Type) (If applicable)

(Note: To designate an **additional RME only**, submit a letter indicating that fact.)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Partner, Officer of a Corporation, Manager or Member of LLC of Contracting Entity

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Principal RME

Mail **original** completed form to:

Contractors License Board  
DCCA, PVL Licensing Branch  
P.O. Box 3469  
Honolulu, HI 96801

**OR**

Deliver to office location at:

335 Merchant Street, Rm. 301  
Honolulu, HI 96813  
Phone No. (808) 586-3000

This material can be made available for individuals with special needs. Please call the Licensing Branch Manager at (808) 586-3000 to submit your request.