

21 NCAC 28B .0101 is adopted with changes as published in 30:22 NCR 2396-2404 as follows:

## **SUBCHAPTER 28B – LICENSING BOARD RULES**

### **SECTION .0100 – STATUTORY AND ADMINISTRATIVE PROVISIONS**

#### **21 NCAC 28B .0101 NAME AND LOCATION OF BOARD**

(a) ~~Unless otherwise directed, all~~ All communications shall be addressed to the North Carolina Landscape Contractors' Licensing Board ("Board") at 3901 Barrett Drive, Suite 202, Raleigh, North Carolina 27609. Applications and other information are available on the Board's website: [www.nclclb.com](http://www.nclclb.com).

(b) The Board office is open from 9:00 a.m. until 5:00 p.m., Monday through Friday.

(c) The Board office is closed on State and Federal holidays.

*History Note: Authority G.S. 89D-14; 89D-15(2);  
Temporary Adoption Eff. January 1, 2016;  
Eff. September 1, 2016.*

21 NCAC 28B .0201 is adopted with changes as published in 30:22 NCR 2396-2404 as follows:

**SECTION .0200 – LICENSURE; ~~RECIPROCITY~~; ~~SEAL~~ RECIPROCITY**

**21 NCAC 28B .0201      APPLICATIONS FOR LICENSURE**

(a) All applicants for licensure or examination shall submit an application to the Board. The application form shall be available on the Board website or may be obtained by contacting the Board office. The application shall require the following:

- (1) The Social Security Number of applicant;
- (2) The applicant's contact information;
- (3) The name of business under which licensee will be operating, if any;
- (4) Information about all crimes of which the applicant has been convicted;
- (5) Documentation regarding all crimes of which the applicant has been convicted;
- (6) Information indicating whether the applicant has any disciplinary history with any other occupational licensing, registration or certification board or agency;
- (7) Three personal letters of reference;
- (8) Two professional letters of reference;
- (9) The corporate surety bond or an irrevocable letter of credit as prescribed by G.S. 89D-16(a)(4);
- (10) The application fee as set forth in Rule .0601 of this Subchapter.

(b) All letters of reference as required by Sub-Paragraphs (a)(7) and (a)(8) shall include the following information for the person providing the reference:

- (1) Name;
- (2) Address;
- (3) Phone number; and
- (4) Email address.

~~(b)~~ (c) Once an applicant has submitted a complete application and has been determined to have met the minimum qualifications set forth in G.S. 89D-16(a), the Board will notify the applicant that the applicant is permitted to take an examination. Prior to taking the examination, the applicant shall submit an examination fee as set out in this Subchapter. In order to be permitted to take an examination, an applicant shall submit a complete application no less than 30 days prior to a scheduled examination date.

~~(c) All letters of reference shall include the following information for the person providing the reference:~~

- ~~(1) Name;~~
- ~~(2) Address;~~
- ~~(3) Phone number; and~~
- ~~(4) Email address.~~

(d) All applications shall be notarized. Incomplete applications shall not be processed. Application fees are non-refundable.

1     *History Note:*     *Authority G.S. 89D-15(2); 89D-15(4); 89D-16; 89D-20;*  
2                     *Temporary Adoption Eff. January 1, 2016;*  
3                     *Eff. September 1, 2016.*

21 NCAC 28B .0202 is adopted with changes as published in 30:22 NCR 2396-2404 as follows:

**21 NCAC 28B .0202      RECIPROCITY**

(a) All applicants for licensure by reciprocity shall submit an application to the Board. The application form shall be available on the Board website or may be obtained by contacting the Board office located as described in Rule .0101 of this Subchapter.

(b) All applications shall include the following:

- (1) The license by reciprocity application fee as set forth in Rule .0601 of this Subchapter;
- (2) Documentation establishing that the applicant holds an active license, certification, or registration as a landscape contractor in another state or country;
- (3) Information indicating whether the applicant has any disciplinary history with any other occupational licensing, registration or certification board or agency;
- (4) The corporate surety bond or an irrevocable letter of credit as prescribed by G.S. 89D-16(a)(4);
- (5) Contact information for three personal references;
- (6) Contact information for two professional references; and
- (7) Documentation regarding all crimes of which the applicant has been convicted.

~~If there is any evidence to show that the applicant has been disciplined in any jurisdiction where the applicant is currently or has been licensed, certified, or registered or that the applicant has committed any acts that would constitute a violation under G.S. 89D-22, the applicant shall not be licensed by reciprocity.~~

(c) Once an applicant has submitted a complete application and the Board has determined that the requirements for licensure, certification, or registration in the applicant's home jurisdiction are substantially equivalent to the requirements in G.S. 89D-16, the Board shall issue a license to the applicant.

(d) All applications shall be notarized. Incomplete applications shall not be processed. Application fees are non-refundable.

*History Note: Authority G.S. 89D-15(2); 89D-15(3); 89D-15(4); 89D-16; 89D-19; 89D-22;  
Temporary Adoption Eff. January 1, 2016;  
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21 NCAC 28B .0203 is adopted with changes as published in 30:22 NCR 2396-2404 as follows:

**21 NCAC 28B .0203      MILITARY-TRAINED APPLICANT; MILITARY SPOUSE**

(a) Licensure for a military-trained applicant. Upon receipt of a request for licensure pursuant to G.S. 93B-15.1 from a military-trained applicant, the Board shall issue a license to the applicant who satisfies the following conditions:

- (1) submission of a complete application for ~~licensure~~; licensure in accordance with Rule .0201 of this Subchapter;
- (2) submission of an application fee in accordance with Rule .0601 of this Subchapter; and
- (3) providing documentation to satisfy conditions set out in G.S. ~~93B-15.1(b)(1)~~, 93B-15.1(a)(1), (2) and (3).

(b) Licensure for a military spouse. Upon receipt of a request for licensure pursuant to G.S. 93B-15.1 from a military spouse, the Board shall issue a license to the applicant who satisfies the following conditions:

- (1) submission of a complete ~~Application~~ application for ~~Licensure~~; licensure in accordance with Rule .0201 of this Subchapter;
- (2) submission of ~~a license~~ an application fee in accordance with ~~G.S. 89D-21(a)~~; Rule .0601 of this Subchapter;
- (3) submission of written documentation demonstrating that the applicant is married to an active member of the U.S. military; and
- (4) providing documentation to satisfy conditions set out in G.S. 93B-15.1(b)(1), (2), (3) and (4).

*History Note: Authority G.S. 89D-15(2); 89D-15(4); 89D-21; 93B-15.1;  
Temporary Adoption Eff. January 1, 2016;  
Eff. September 1, 2016.*

21 NCAC 28B .0204 is adopted with changes as published in 30:22 NCR 2396-2404 as follows:

**21 NCAC 28B .0204      MAINTAIN CURRENT INFORMATION**

(a) Every licensee shall keep the Board advised of the licensee's current mailing address, phone number, email address, and the name or names under which the licensee is practicing. If any change occurs, the licensee shall notify the Board in writing of the change within 60 days.

(b) Upon the dissolution of a professional relationship, the member or members thereof shall notify the Board in writing concerning such dissolution and of the succeeding status and addresses of the individuals or firm.

(c) ~~Upon~~ Within 5 days after the lapse of a surety bond or revocation of a letter of credit prescribed in G.S. 89D-16(a)(4), a licensee shall notify the Board in writing. If a licensee fails to renew the surety bond or obtain a new letter of credit within ~~thirty~~ 30 days after the lapse or revocation, the license shall be revoked.

(d) Failure to notify the Board of the changes described in Paragraphs (a), (b), or (c) of this Rule shall constitute a violation of G.S. 89D-22.

*History Note:      Authority G.S. 89D-15(2), 89D-15(11); 89D-16(a)(4); 89D-17(h); 89D-22(8);  
Temporary Adoption Eff. January 1, 2016;  
Eff. September 1, 2016.*

21 NCAC 28B .0302 is adopted with changes as published in 30:22 NCR 2396-2404 as follows:

**21 NCAC 28B .0302 REINSTATEMENT**

(a) ~~Any licensee whose license has been revoked due to non renewal pursuant to 89D-20(a) for no more than one year may request reinstatement by the Board. The licensee shall submit the following to the Board: All applicants for reinstatement under this Rule shall submit an application to the Board. The application form shall be obtained by contacting the Board office. The reinstatement application shall require the following:~~

- (1) ~~Application for Reinstatement; The applicant's home and business contact information including phone number and email address;~~
- (2) ~~Reinstatement fee as set forth in Rule .0601 of this Subchapter; Corporate surety bond or an irrevocable letter of credit as required by G.S. 89D-16(a)(4);~~
- (3) ~~Corporate surety bond or an irrevocable letter of credit as prescribed by G.S. 89D-16(a)(4); Documentation showing that the licensee has met the Board's continuing education requirements as set forth in Section .0400 of this Subchapter;~~
- (4) ~~Documentation showing that the licensee has met the Board's continuing education requirements; Documentation regarding all crimes of which the applicant has been convicted since the previous application or renewal was filed with the Board;~~
- (5) ~~Documentation regarding all crimes of which the applicant has been convicted since the previous application or renewal was filed with the Board; Reinstatement, license renewal and renewal late fees in accordance with Rule .0601 of this Subchapter; and~~
- (6) ~~Attestation~~ Attestation, by signature, that the licensee has not engaged in the practice of landscape construction or contracting after the notice of revocation was issued, and that all information supplied on the reinstatement application is true and accurate.

(b) Any licensee whose license is suspended for failure to obtain continuing education as required by G.S. 89D-20(b) and this Subchapter may request reinstatement pursuant to G.S. 89D-20(b).

*History Note: Authority G.S. 89D-15(2); 89D-15(4); 89D-20;  
Temporary Adoption Eff. January 1, 2016;  
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21 NCAC 28B .0401 is adopted with changes as published in 30:22 NCR 2396-2404 as follows:

#### **SECTION .0400 - CONTINUING EDUCATION**

##### **21 NCAC 28B .0401      GENERAL**

To ensure continuing efforts on the part of licensed contractors to remain current with new developments in landscape technology and to encourage better business practices and safety in the profession, continuing education is required as a condition of license renewal. A licensee shall submit, as a part of his or her renewal application, evidence that he or she has met the Board's continuing education ~~requirements~~ requirements as set forth in this Section. Except as provided in Rule .0301 of this Subchapter, renewal applications that do not contain this information shall be deemed incomplete.

*History Note:      Authority G.S. 89D-15(2); 89D-15(4); 89D-15(12); 89D-20;  
Temporary Adoption Eff. January 1, 2016;  
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21 NCAC 28B .0402 is adopted with changes as published in 30:22 NCR 2396-2404 as follows:

**21 NCAC 28B .0402 CONTINUING EDUCATION UNITS**

(a) A licensee shall complete seven continuing education units (CEUs) during the year preceding renewal. Beginning with renewals filed after August 1, 2016, at least three of the seven CEUs must be technical credits and at least two of the seven CEUs must be business credits. If the information provided to the Board as required by this Section is unclear, the Board may request additional information from a licensee in order to assure compliance with continuing education requirements.

(b) For the purposes of this ~~Rule~~, Rule:

(1) "technical credits" are defined as credits relating directly to the subject matter of landscape contracting as described in G.S. ~~89D-11(3)~~, 89D-11(3); and

(2) "business credits" are defined as credits relating to general business practices, including business planning, contracts, liability exposure, human resources, basic accounting, financial statements, and safety.

(c) CEUs shall be determined as follows:

Type of Qualifying Activity	Minimum time required for 1 CEU
Live course	50 minutes
Online course	50 minutes
Trade Shows, Field Days, and Tours	4 hours
Board Member Service	1 hour
Teaching or instructing	1 hour
In-house or Green Industry training	1 hour

(d) No more than two CEU credits will be given for qualifying teaching or instructing in one year.

(e) Credit shall not be given in increments of less than .5 CEUs. Breaks in courses shall not be counted towards CEU credit.

(f) Requests for pre-approval shall be submitted at least 45 days prior to the first day of the course or event.

*History Note: Authority G.S. 89D-15(2); 89D-15(4); 89D-15(12); 89D-20(b);*

*Temporary Adoption Eff. January 1, 2016;*

*Eff. September 1, 2016.*

21 NCAC 28B .0403 is adopted with changes as published in 30:22 NCR 2396-2404 as follows:

**21 NCAC 28B .0403 CONTINUING EDUCATION RECORDS; AUDIT**

(a) A licensee shall maintain records of attendance at continuing education programs for which CEUs have been approved for two years following the ~~renewal approval date~~ processing date of the renewal application to which the CEUs were applied.

(b) Compliance with annual CEU requirements shall be determined through ~~an~~ a random audit process conducted by the Board. Licensees selected for auditing shall provide the Board with the following documentation of the CEU activities claimed for the renewal period:

(1) Attendance verification records; and

(2) Information regarding course content, instructors, and sponsoring organization.

(c) Licensees selected for audit shall submit all requested information to the Board within 21 calendar days after the date the licensee was notified by the Board of the audit.

*History Note Authority G.S. 89D-15(2); 89D-15(4); 89D-15(12); 89D-20(b);  
Temporary Adoption Eff. January 1, 2016;  
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21 NCAC 28B .0404 is adopted with changes as published in 30:22 NCR 2396-2404 as follows:

**21 NCAC 28B .0404      EXTENSION OF TIME**

(a) The Board shall grant a licensee an extension of time to complete CEU requirements during a period of service in the Armed Forces of the United States upon submission of the following to the Board:

- (1) Written request for an extension; and
- (2) Documentation that the licensee is serving in the Armed Forces of the United States and is eligible for an extension of time to file a tax return pursuant to G.S. 105-249.2.

(b) The Board shall grant a licensee an extension of time or waiver to obtain CEU requirements if he or she has a disability or illness that prevents him or her from complying with CEU requirements. In order to receive the waiver, a licensee shall provide the Board with the following:

- (1) Written request for waiver; and
- (2) Documentation that describes the disability or illness and explains how the disability or illness prevents the licensee from complying with the Board's CEU requirements. Documentation includes a letter from a licensed physician, nurse practitioner (NP), or physician assistant (PA). If the Board determines that, because of the disability or illness, the licensee could not reasonably be expected to comply with the Board's CEU requirements, the licensee shall be granted an extension of time in which to obtain the required CEUs.

(c) Where on a case-by-case basis the Board determines that due to an undue hardship (such as active military service, natural disaster, or illness of family member) the licensee could not reasonably be expected to comply with the Board's CEU requirements, the licensee shall be granted an extension of time in which to obtain the required CEUs. To be considered for an extension of time, a licensee shall submit the following:

- (1) Written request for extension; and
- (2) Documentation that supports the reason for the extension.

(d) The Board shall grant a waiver of CEU requirements upon submission of documentation that a licensee is in active duty while serving in the Armed Forces and is or has been deployed for at least eight months during the twelve-month period during which CEUs were required.

(e) An extension granted under Paragraphs (b) or (c) of this Rule shall not exceed one year. Prior to the expiration of the one year extension of time, a licensee may request an additional extension in accordance with this Rule.

*History Note: Authority G.S. 89D-15(2); 89D-15(4); 89D-15(12); 89D-20(b); 93B-15; 105-249.2;  
Temporary Adoption Eff. January 1, 2016;  
Eff. September 1, 2016.*

21 NCAC 28B .0405 is adopted with changes as published in 30:22 NCR 2396-2404 as follows:

**21 NCAC 28B .0405 REQUESTS FOR APPROVAL**

(a) All requests for CEU approval shall include the following:

(1) ~~An application for Continuing Education Credit;~~ All applicants for continuing education credit shall submit an application to the Board. The application form shall be available on the Board website or may be obtained by contacting the Board office. The application shall require the following:

(i) Applicant's contact information including phone number and email address;

(ii) Name of business under which the applicant is operating;

(iii) Type of qualifying activity in accordance with Rule .0402 of this Subchapter;

(iv) Title of the qualifying activity;

(v) Date(s) and time(s) of the qualifying activity;

(vi) Complete address where the qualifying activity will be held;

(vii) Qualifying activity registration information;

(viii) Name of presenter(s) and credentials;

(ix) Course agenda and supporting materials; and

(x) Attestation, by signature, that the qualifying activity provider will maintain attendance records for this course for one year after the date of this course.

(2) The number of Continuing Education Units (CEUs) requested; and

(3) The Location, date(s), and time(s) of course, activity, or Landscape Contractor's Licensing Board meetings attended or to be attended.

(b) For live and online courses and teaching or instructing activity, in addition to the requirements of Paragraph (a) of this Rule, all requests shall include the following:

(1) The course title(s) and a description of course content;

(2) The name and educational or professional credentials of the instructor;

(3) The duration of the course or activity; and

(4) An attestation that the course provider will maintain attendance records for one year after the date of the course.

(c) For trade shows, field days, and tours, requests for approval shall, in addition to the requirements of Paragraph (a) of this Rule, include materials or handouts promoting or obtained during the event.

(d) For in-house or Green Industry training, requests for approval shall include the following, in addition to the requirements of Paragraph (a) of this Rule:

(1) A description of training provided; and

(2) The name(s) of training instructors.

(e) For the purposes of this Rule, "Green Industry" is defined as greenhouse, nursery, floriculture, sod, Christmas tree producers, and related industry trades.

1     *History Note:*     *Authority G.S. 89D-15(2); 89D-15(4); 89D-20(b);*  
2                         *Temporary Adoption Eff. January 1, 2016;*  
3                         *Eff. September 1, 2016.*

21 NCAC 28B .0501 is adopted with changes as published in 30:22 NCR 2396-2404 as follows:

## SECTION .0500 - MINIMUM STANDARDS

### 21 NCAC 28B .0501 GENERAL

(a) Prior to commencing work, services performed by a licensed landscape contractor ("licensed contractor") that exceed five thousand dollars (\$5,000) in value shall be described in a written agreement. ~~writing and provided to the client or customer.~~ This agreement may be authored by either party. ~~This document~~ party and shall contain:

- (1) The business name, license number, business address, and telephone number of the licensed contractor;
- (2) The name and address of client or customer;
- (3) The address or location of work to be performed, if different from the client or customer's address;
- (4) The date of the proposal;
- (5) The description of the work to be performed;
- (6) The total value in lump ~~sum~~ sum, unit price, or time and material price;
- (7) The estimated time of ~~completion~~; completion unless already identified in an original prime contract, if applicable;
- (8) The terms of payment;
- (9) The terms of warranty (if any);
- (10) The terms of maintenance, including the party responsible for maintenance;
- (11) The signatures of all parties by ~~authorized individuals~~; individuals legally authorized to act on behalf of the parties;
- (12) ~~A~~ Affixation of a seal described in G.S. 89D-12(d) or a statement that the licensed contractor is licensed by the Board and the current address and phone number of the Board; and
- (13) The date of signing.

(b) All work performed by a licensed contractor shall meet all applicable building codes, local ordinances, and project specifications. All work performed by a licensed contractor shall meet manufacturer's specifications.

(c) If project plans or specifications prepared by someone other than the licensed contractor do not meet pertinent codes and ordinances, the licensed contractor shall bring this to the attention of the client or customer.

(d) If the licensed contractor observes a condition while the work is being performed that requires attention beyond the original scope of work, the contractor shall report the condition to ~~an immediate~~ a supervisor, the owner, or the person responsible for authorizing the work.

(e) The licensed contractor shall call for utility location services pursuant to the ~~N.C. 811 law, G.S. 87-115 et seq.~~ Underground Utility Safety and Damage Prevention Act, G.S. 87-115 et seq., also known as the N.C. 811 law.

(f) The licensed contractor shall maintain a worksite that meets ~~OSHA~~ state and local standards for a safe workplace.

*History Note: Authority G.S. 89D-15(2); 89D-15(16);*

- 1                    *Temporary Adoption Eff. January 1, 2016;*
- 2                    *Eff. September 1, 2016.*

21 NCAC 28B .0502 is adopted with changes as published in 30:22 NCR 2396-2404 as follows:

**21 NCAC 28B .0502 PLANTING**

When planting, the licensed contractor shall:

- (1) Avoid potential planting conflicts with utilities and sight lines.
- (2) Protect plant material from physical damage and desiccation during transport.
- (3) Maintain plants during landscape construction.
- (4) Consider the cultural requirements of individual plants.
- (5) Excavate the plant hole sufficiently to ensure plant establishment and to promote long-term health, typically two times the width of the plant ball or container size.
- (6) Scarify the sidewalls of the planting pit.
- (7) Set plants in an upright, plumb position, unless design intent dictates otherwise.
- (8) Set plants on a firm, solid base.
- (9) Remove all strings, twine, and strapping from around the trunk of trees.
- (10) Remove the top third to top half of burlap or other wrapping material from the rootball of balled and burlapped trees.
- (11) Remove top third to top half of wire baskets on balled and burlapped trees or bend basket wire back to be flush with the side of the ball.
- (12) Set the plant so that the top of ~~root-ball~~ rootball is at or slightly above surrounding soil and does not exceed four inches above the surrounding soil.
- (13) Prior to planting, insure that the trunk flare of a tree is not covered with soil, is at or above the surrounding finished grade, and that no soil has been placed on top of the ~~root-ball~~ rootball.
- (14) Prior to planting containerized plants, manage the rootball to mitigate problems such as circling roots. Acceptable mitigation methods shall include slicing the rootball, shaving the rootball, or redirecting roots.
- (15) Utilize backfill soil that is similar to the soil at the planting site or is amended to meet a specific landscaping objective.
- (16) Not firm backfill to a density that inhibits root growth.
- (17) Install backfill soil in such a manner that it is settled in layered sections to limit future settling.
- (18) Not utilize screened soil as the sole material for backfill.
- (19) When mulching plants, maintain a mulch depth that is beneficial to the health of the plants.
- (20) When mulch is applied, apply mulch so that it does not touch a tree trunk or root flare.
- (21) Water plants thoroughly and immediately after ~~planting~~ planting in accordance with the needs of the plant.
- (22) Notify client of his or her responsibility to water plants following installation.
- (23) Stake trees only when required due to high winds, extreme slopes, or soft soils;
  - (a) If trees are staked, the guys shall not be installed so as to provide pressure on the trunk.



- 1 (b) Guys in contact with the tree shall be of a material that will not damage the tree.
- 2 (24) Provide plants that are true to name and species.
- 3 (25) Provide plants that are healthy and in good condition.
- 4 (26) Prune any broken limbs.
- 5 (27) Prune co-dominant leaders in shade trees that typically have dominant leaders.
- 6 (28) If a condition is observed while the work is being performed that is detrimental to the long-term
- 7 health of the plant, the condition shall be reported to the customer or client, ~~an immediate~~ a
- 8 supervisor, the owner, or person responsible for authorizing the work.
- 9

10 *History Note:* *Authority G.S. 89D-15(2); 89D-15(16);*

11 *Temporary Adoption Eff. January 1, 2016;*

12 *Eff. September 1, 2016.*

21 NCAC 28B .0503 is adopted with changes as published in 30:22 NCR 2396-2404 as follows:

**21 NCAC 28B .0503 TURF**

When establishing turf, the licensed contractor shall:

- (1) Notify the owner or the construction manager whether there is adequate time to establish the specified turf from seed within the construction schedule and prior to finish of the job;
- (2) Prior to lawn installation, loosen soil to a minimum depth of three inches;
- (3) Confirm that all lawn seed meets the standards of the NC Seed Law of 1963, as set forth in G.S. 106, Art. 31;
- (4) Evenly distribute seed;
- (5) Apply seed at manufacturer's recommended rates;
- (6) Roll or rake after seeding to insure good soil contact;
- (7) Install sod within 36 hours of harvesting unless weather conditions or turf types dictate a shorter timeframe;
- (8) Lay sod strips in a staggered pattern, horizontal to slopes and with tight seams;
- (9) Roll sod after installation to provide good soil contact;
- (10) Distribute sprigs evenly;
- (11) Insure that sprigs and sod plugs are in good contact with the soil;
- (12) Water lawn areas ~~thoroughly and immediately after installation;~~ after installation and in accordance with the needs of the lawn; and
- (13) Notify client of his or her responsibility to water turf following installation.

*History Note: Authority G.S. 89D-15(2); 89D-15(16);  
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21 NCAC 28B .0507 is adopted with changes as published in 30:22 NCR 2396-2404 as follows:

**21 NCAC 28B .0507      LOW-VOLTAGE LIGHTING; POOLS**

(a) When installing low-voltage landscape lighting systems, the licensed contractor shall:

- (1) Insure that all wire connections are waterproof;
- (2) Only use weather-proof fixtures;
- (3) Supply ~~appropriate~~ lamps per the manufacturer's specifications with all fixtures;
- (4) Ensure that the total lamp wattage of each circuit does not exceed the National Electrical Code (NEC) standard for the size of wire being used;
- (5) Not load a wire to more than 80 percent of the wire's capacity;
- (6) Connect all exterior low-voltage wiring to a ground fault circuit interrupter (GFCI) circuit;
- (7) Mount transformers a minimum of 18 inches above grade;
- (8) Perform a post-installation inspection to verify that the lighting system is fully operational as ~~intended~~; intended per the manufacturer's recommendations; and
- (9) Provide literature to the client about the lighting components that lists ~~appropriate~~ lamps per the manufacturer's specifications for fixtures.

(b) All garden pools shall be installed ~~per all regional~~ in accordance with state and local codes.

*History Note: Authority G.S. 89D-15(2); 89D-15(16);  
Temporary Adoption Eff. January 1, 2016;  
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21 NCAC 28B .0510 is adopted with changes as published in 30:22 NCR 2396-2404 as follows:

**21 NCAC 28B .0510 PRUNING**

(a) When pruning, ~~unless to achieve artistic intent, such as pleaching, pollarding, sculpting, topiary, or espalier,~~ a licensed contractor shall:

- (1) Use sharp tools;
- (2) When making a pruning cut that removes a branch at its point of origin, make the cut close to the trunk or parent branch without cutting into the branch bark ridge or branch collar or leaving a stub;
- (3) Not flush cut;
- (4) Not top trees;
- (5) Remove branches in such a manner as to avoid damage to other parts of the plant or to other plants or property; and
- (6) Precut branches that are too large to support with one hand to avoid splitting the wood or tearing the bark.

(b) The requirements in Paragraph (a) of this Rule shall not apply when pruning to achieve artistic intent, such as pleaching, pollarding, sculpting, topiary, or espalier.

*History Note: Authority G.S. 89D-15(2); 89D-15(16);  
Temporary Adoption Eff. January 1, 2016;  
Eff. September 1, 2016.*

21 NCAC 28B .0511 is adopted with changes as published in 30:22 NCR 2396-2404 as follows:

**21 NCAC 28B .0511 WILDFLOWER, NATIVE GRASS, AND NO-MOW SEED ESTABLISHMENT**

When establishing wildflower, native grass, or no-mow seeding, a licensed contractor shall:

- (1) Prior to construction, inform the owner or construction manager of the time required to establish native bunch grasses and forbs from seed and whether this time is compatible with the construction schedule.
- (2) Confirm the suitability of the specified seed for the ~~project.~~ project as determined by the land, soil type, and sun/shade exposure.
- (3) Select seed that is regionally appropriate and of the geographic ecotype for the location of the ~~project.~~ project by following the recommended seeding rate from the supplier.
- (4) Use pure live seed (PLS) rates for seeding. If bulk seed is utilized, adjust the rates accordingly.
- (5) Use a temporary cover, nurse crop, or mulch ~~when seeding~~ that is non-allelopathic and seasonally ~~appropriate.~~ appropriate when seeding.
- (6) Use highest seed rates on slopes greater than 30 degrees or when a dormant seeding schedule is utilized.
- (7) Employ a seeding method that buries seed less than one-quarter inch in depth, and cultipack or roll after seed distribution.

*History Note: Authority G.S. 89D-15(2); 89D-15(16);  
Temporary Adoption Eff. January 1, 2016;  
Eff. September 1, 2016.*

21 NCAC 28B .0701 is adopted with changes as published in 30:22 NCR 2396-2404 as follows:

## SECTION .0700 - COMPLAINTS; INVESTIGATIONS

### 21 NCAC 28B .0701 COMPLAINTS; INVESTIGATIONS

(a) All complaints filed with the Board shall be filed either on a form provided by the Board or via the Board's online complaint process at [www.ncclcb.com](http://www.ncclcb.com). All complaints must contain the ~~complainant's contact information. The Board will not investigate anonymous complaints. Incomplete complaints will not be investigated.~~ following information:

- (1) Date of alleged violation;
- (2) Contact information for licensee/unlicensed contractor;
- (3) Contractor license number, if known;
- (4) Complainant name and contact information;
- (5) Address where alleged violation(s) occurred;
- (6) Description of work performed;
- (7) Copy of written contract; and
- (8) Attestation, by signature, that information provided is true and accurate to the best of complainant's knowledge.

The Board will not investigate anonymous complaints. Incomplete complaints will not be investigated.

~~(b) Initial review of a complaint will be conducted by Board staff. If further review and investigation is warranted, the Board will assign an investigator who will conduct an investigation.~~

~~(c)~~ (b) Upon completion of the investigation, the investigator's report will be forwarded to a designated Board member and Board staff, who will make a recommendation, based upon whether the investigation produces evidence of a violation of G.S. ~~89D~~ 89D-22 through 24 or the rules of this Subchapter, to the full Board as to whether the case should be dismissed or whether further action by the Board is warranted.

*History Note: Authority G.S. 89D-15(2); 89D-15(6); 89D-15(7);  
Temporary Adoption Eff. January 1, 2016;  
Eff. September 1, 2016.*

1 21 NCAC 28B .0804 is adopted with changes as published in 30:22 NCR 2396-2404 as follows:

2  
3 **21 NCAC 28B .0804 SUMMARY SUSPENSION**

4 (a) The Board may summarily suspend a license ~~pursuant to~~ in accordance with G.S. 150B-3(c).

5 (b) Upon the issuance of an order summarily suspending a license, the Board shall schedule a hearing to occur at the  
6 earliest practicable date. The order of summary suspension shall remain in effect until the proceedings are determined.

7  
8 *History Note Authority G.S. 89D-15(2); 89D-15(4); 150B-3(c);*

9 *Temporary Adoption Eff. January 1, 2016;*

10 *Eff. September 1, 2016.*