

APPLICATION FOR RECIPROCITY OR REINSTATEMENT

1. Complete Leon County Registered Contractor Application. **The application must be returned by 5:00 p.m. on the 15th of the month prior to the next Board Meeting.** If you think that issues/questions may arise from the application or credit report, please be prepared to give explanation and to provide supporting documentation.
2. Your application will be submitted to the Leon County Contractors' Licensing and Examination Board. This Board is appointed by the County Commission and is composed of local contractors and citizens. They will review your application and experience to determine if you are qualified for Reciprocity or Reinstatement. The meeting begins at 4:30 p.m. and is held at the Renaissance Building, located at 435 N. Macomb Street, Second Floor Conference Room. You are not required to attend the Board meeting however, **it is in your best interest to be available to the Board for answering questions that may arise concerning your work experience and licensing history.**
3. Once approved by the Contractors' Licensing and Examination Board, you will need to provide proof of General Liability and Workers' Compensation coverage and/or exemption.
4. The filing fee is non refundable.
5. You must provide The Licensing Board Office with a renewal of your General Liability Insurance (every year), your Workers' Compensation coverage (every year) or exemption (every two years), and a copy of your State Registration card (every two years). There is a yearly File Maintenance Fee that is due on January 1st and expires on December 31st of each year.
6. Carry your State Registration card with you.

Please make certain that you carefully follow the instructions in completing this application. A complete application package with documented proof of experience is crucial to obtain Board approval to take the examination. If you have questions, please contact Jo'Toria Snelling, Compliance Board Coordinator, at (850) 606-1300.

APPLICATION FOR RECIPROCITY OR REINSTATEMENT INSTRUCTIONS

Complete the enclosed application form. Incomplete applications **WILL NOT** be accepted. The application **MUST** be accompanied by:

1. Proof of experience (see page 3 for required number of years experience): You will need a **NOTARIZED LETTER** signed by the building official in the jurisdiction you are registered in. **This letter must include your current status, the type of test you took, who administered the exam, the test score, whether you are in good standing and whether you have had complaints filed against your license.** If you did not take a Business and Law examination, you will be required to pass this examination before being granted reciprocity.
2. A copy of your current contractors license.
3. Two (2) credit reference letters from business persons not related to you by blood or marriage (material suppliers, etc.).
4. Credit Report from a recognized Credit Bureau. **Original Report must be sent directly to The Contractor's Licensing Office.** No consumer or electronic copies will be accepted. If you will be qualifying a corporation or partnership, an additional credit report on the business must be submitted. If there are issues in reference to your credit report (relating to contracting), please provide explanation with supporting documentation.
5. Two (2) recent photographs (1 1/2" x 1 1/2" passport size). Please print your name on the back of each photo. Passport photos can usually be obtained from camera shops or copy businesses.
6. Filing fee. \$342.01

Make checks payable to Leon County Board of County Commissioners. **Filing fee is not refundable. The Licensing Board Administrator can advise you of the current application fee.**

Organize your attachments and label them

Complete application **MUST** be notarized and returned to Leon County Contractors' Licensing and Examination Board, 435 North Macomb Street, 2nd Floor, Tallahassee, FL 32301.

Complete Applications must be received in our office no later than 5:00 p.m. on the 15th day of the month prior to the Board Meeting. The Board meets every first Thursday of the month. You may call Jo'Toria Snelling at (850) 606-1300 for more information or assistance.

APPLICANT INFORMATION

1. Name: _____

Home Address: _____

Business Address: _____

Home Phone: _____ Business Phone: _____

Place of Birth: _____

Date of Birth: _____

Height: _____ Weight: _____

Hair Color: _____ Eye Color: _____

Attach two (2) photos of your self here 1 1/2" x 1 1/2 "

2. PLEASE DESIGNATE CLASSIFICATION DESIRED:

_____ **GENERAL CONTRACTOR:** Class "A" - Experience, knowledge, and skill gained by not less than six (6) years of practical construction experience.

_____ **BUILDING CONTRACTOR:** Class "B" - Experience, knowledge, and skill gained by not less than four (4) years of practical construction experience.

_____ **RESIDENTIAL CONTRACTOR:** Class "C" - Experience, knowledge, and skill gained by not less than three (3) years of practical construction experience.

_____ **COMMERCIAL POOL CONTRACTOR:** Pool experience - four (4) years required with a Commercial Pool Contractor.

_____ **RESIDENTIAL POOL CONTRACTOR:** Pool experience - three (3) years required with a Commercial or Residential Pool Contractor.

_____ **SERVICING POOL CONTRACTOR:** Pool experience - three (3) years required with a Commercial or Residential Pool Contractor.

_____ **ROOFING CONTRACTOR:** Roofing experience - four (4) years with a Roofing Contractor.

_____ **SPECIALTY CONTRACTOR: Drywall and Plastering, Aluminum Erection, Siding/Windows/Doors-** Experience, knowledge and skill gained by not less than three (3) years of practical construction experience.

_____ **EXCAVATION, GRADING & SITE WORK CONTRACTOR:** Experience - One (1) year experience on site development work.

3. EDUCATION RECORD: (Check highest grade completed)

Grade School: _____ Name of School and Location: _____

High School: _____ Name of School and Location: _____

College: _____ Major: _____
Name of School and Location: _____

Trade School (or other): Explain type, number of years, name and location, course of study: _____

AFFIDAVIT

The undersigned hereby makes application for certification and vouches for the truth and accuracy of all statements and answers herein contained.

The undersigned hereby certifies that he/she will act only for himself/herself, or that he/she is legally qualified to act on behalf of the business organization sought to be certified in all matters connected with its contracting business and that he/she has full authority to supervise construction undertaken by himself/herself or such business or organization, and that he/she will continue during this certification to be able to so bind or act for this business organization, and will immediately notify the Board of any change in this position.

Any willful falsification of any information contained in this application or attached forms is grounds for disqualification.

Printed Name of Applicant

Applicant's Signature

STATE OF _____
COUNTY OF _____

Sworn and subscribed to before me this _____ day of _____, 20_____, by _____, who is personally known to me or has produced _____ as identification.

Signature of Notary

Print Name

Seal:

THIS APPLICATION WILL NOT BE ACCEPTED WITHOUT ALL REQUIRED DOCUMENTATION

Attachment "A"

VERIFICATION OF REQUIRED EXPERIENCE

The Department of Business and Professional Regulations, Construction Industry Licensing Board Rule, Chapter 61G4-15.001, states that an applicant must show "active experience" and "proven experience" in four or more of the following areas:

General or Building Contractors:

1. Foundation/Slabs
2. Masonry Walls
3. Steel erection
4. Trusses
5. Structural wood framing (excluding platform framing)
6. Column erection
7. Formwork for structural reinforced concrete

Note: **General Contractor** Affidavits must also state that the applicant has at least one year of "active experience" in structures not less than four stories in height.

Residential Contractors:

1. Foundation/Slabs
2. Masonry walls
3. Trusses
4. Structural wood framing (excluding platform framing)
5. Column erection
6. Formwork for structural reinforced concrete

Active experience **in the category in which the applicant seeks to qualify** shall be verified by a Florida licensed contractor, architect or engineer who is active and in good standing, or by a licensed building official employed by any state, territory or possession of the United States who is responsible for inspections of construction improvements. Proven experience must be verified by Affidavits that are notarized.

Note: If you are using a degree in Building Construction, Architecture, or Civil Engineering as a portion of your experience, you must provide a copy of the degree from the college, university, junior college, or community college which you attended.

Leon County Contractors' Licensing and Examination Board

Requirements for Licensure

AUTHORITY

The Leon County Contractors' Licensing and Examination Board established these requirements in compliance with Section 5-512 of the Leon County Code of Laws.

REQUIREMENTS FOR LICENSURE

An applicant who wishes to take the competency examination for licensure must meet the following eligibility requirements:

- 1) Submit a notarized affidavit documenting active experience in the category in which the applicant seeks to qualify for licensure.
- 2) Such notarized affidavits shall be signed by state licensed contractors who are licensed in a category which would allow the affirming contractor to perform the scope of work for which the applicant is attempting to become licensed.
- 3) Such notarized affidavits shall list chronologically, with the most recent experience listed first, the active experience in the appropriate trade and dates of employment (which may be verified by investigation by the Board).
- 4) In the case of applicants wishing to take the competency examination in the General, Building, or Residential categories, the notarized affidavits shall document construction experience in four (4) or more of the following areas:
 - a) Foundation/Slabs
 - b) Masonry Walls
 - c) Steel erection
 - d) Trusses
 - e) Structural wood framing
 - f) Column erection
 - g) Framework for structural reinforced concrete
- 5) A baccalaureate degree from an accredited college or university in the appropriate field of engineering, architecture, or building construction may qualify for up to one half of the required related experience in the category for which licensure is being sought. The applicant must direct the college or university to submit an official transcript to the Board.
- 6) Related vocational training from a state recognized vocational training center may qualify (on a year for year basis) for up to one half of the required related experience. The applicant must direct the vocational training center to submit a certificate of completion with accompanying official transcript to the Board.
- 7) The applicant must meet the eligibility requirements outlined below in the particular category in which the applicant seeks to qualify:

ELIGIBILITY REQUIREMENTS BY CATEGORY

GENERAL CONTRACTOR:	Experience, knowledge, and skill gained by not less than <u>six (6) years</u> of related construction experience.
BUILDING CONTRACTOR:	Experience, knowledge, and skill gained by not less than <u>four (4) years</u> of related construction experience.
RESIDENTIAL CONTRACTOR:	Experience, knowledge, and skill gained by not less than <u>three (3) years</u> of related construction experience.
COMMERCIAL POOL CONTRACTOR:	Experience, knowledge, and skill gained by not less than <u>four (4) years</u> of related construction experience.
RESIDENTIAL POOL CONTRACTOR:	Experience, knowledge, and skill gained by not less than <u>three (3) years</u> of related construction experience.
SERVICING POOL CONTRACTOR:	Experience, knowledge, and skill gained by not less than <u>three (3) years</u> of related construction experience.
ROOFING CONTRACTOR:	Experience, knowledge, and skill gained by not less than <u>four (4) years</u> of related construction experience.
SPECIALTY CONTRACTOR: (Aluminum Erection, Siding, Windows & Doors)	Experience, knowledge, and skill gained by not less than <u>three (3) years</u> of related construction experience.
EXCAVATION CONTRACTOR:	Experience, knowledge, and skill gained by not less than <u>one (1) year</u> of related construction experience.