

## PROCEDURES FOR OBTAINING A LEON COUNTY REGISTERED CONTRACTORS LICENSE

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. Obtain from the Contractors' Licensing Office the date of the next contractor exam, a list of reference materials you will need to study from, and a brochure on where you can order the reference books.
3. 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 to take the examination. The meeting begins at 4:30 p.m. and is held at the Renaissance Building, 435 North Macomb Street, 2<sup>nd</sup> 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.
4. Once approved by the Contractors' Licensing and Examination Board, you can be scheduled for the next contractor exam.
5. Study well for the exam. Only about two out of five persons pass. If you are not experienced at studying and taking exams, you may like to attend a construction school, which will prepare you for the exam. The Licensing Administrator can provide you more information on construction schools.
6. Contractor exams are given by Thomson Prometric.
7. The application filing fee to take the exam is non-refundable (\$609.62). The testing fee charged by Thomson Prometric will be included in your Exam Application Package after you receive Board approval.
8. Exam grades take about three weeks to be reported unless you request expedited scoring from Thomson Prometric.
9. When the Leon County Contractors Licensing Board receives your exam score, you will be notified. At that time, you will need to make an appointment with the Compliance Board Coordinator, Jo'Toria Snelling, to complete the appropriate information to register with the State of Florida Department of Business and Professional Regulation. **You cannot begin contracting until you have registered with the State and received your temporary license number.** Once you have received your temporary license number from DBPR, bring it to the Contractors' Licensing Office. You will need to submit proof of Workers' Compensation Insurance (or Exemption) and General Liability Insurance to the Contractors' Licensing Office.

10. You must provide The Licensing Board Office with a renewal of your General Liability Insurance (every year), your Workers' Compensation coverage or exemption (every two years), and a copy of your State Registration card (every two years). There is a yearly File Maintenance Fee. This fee is due on January 1st and expires on December 31st.
11. 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 CONTRACTOR EXAMINATION 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):  
**NOTARIZED LETTERS** from present or previous employers stating length of employment and specific duties; **Be Specific - have present or previous employer (licensed contractor) list length of time for each individual duty/type of experience, types of projects, etc.** If self employed, copies of former licenses, notarized letter from a Building Official stating you are/were licensed. (See attachment "A")
2. Three (3) letters of recommendation from licensed contractors **relevant to the license for which you are applying**. Letters **MUST** be written on contractors' letterhead stationary and **MUST** include their **ACTIVE** license number. (Please indicate if a letter is being written by a relative, family member, or business partner in which you have worked with).
3. Two (2) credit reference letters from businesspersons not related to you by blood or marriage (material suppliers, etc.).
4. Three (3) letters of recommendation from previous employers.
5. 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.
6. 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.
7. Filing fee.

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 as to whether they are employer recommendations or contractor recommendations, etc. If one letter served both categories, label it as such. (Example: Recommendation from a previous employer may serve as proof of experience).

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.

11/10/15

**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 "

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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: \_\_\_\_\_

4. **State below your employment record (in brief) for the past Ten (10) years:**

Date: (From - To)	Employer	Location
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If additional space is required, use reverse side of this page.

5. **List any current Certificates of Competency you hold and indicate if secured by examination or by other means:**

Type of Certificate Number	Date Issued	Date Expires	Place Issued	How Certificate Secured
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6. **Have you ever been refused a Certificate of Competency or have you had a license suspended or revoked? Yes No**

If YES, explain type of Certificate or License and circumstances of suspension or revocation:

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7. **Please list the Case Number for any legal proceeding in which you were listed as the plaintiff or defendant. (Relating to Contracting).** \_\_\_\_\_

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8. **State in detail the type of experience and length of time you have had in the construction field:** \_\_\_\_\_

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9. **List below the last projects you completed recently. Please answer fully.**

Position Held or Responsibility	Approximate Costs	Date Completed	Project Name
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**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**

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### **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.

Approved by Contractors Licensing and Examination Board on April 3, 2003