

APPLICATION BASED ON EXAMINATION

1. Complete the attached county application.
2. Submit one (1) letter of recommendation each from any two (2) of the following categories of persons or entities. Such letters must be notarized, dated not more than six (6) months prior to submission, and address the moral character, experience and other attributes of the applicant that the author feels is important for one in whom trust is placed:
 1. Other county or city building department; or
 2. Material man or material supply firm; or
 3. Architect or engineer; or
 4. Financial Institution
4. Submit letter from the Building Official of your sponsoring county stating the exam (including business & law), date of exam, score, and whether or not you are in good standing with the county. Passing grade of seventy-five (75%) percent or better is required.
6. Submit proof of financial responsibility in the form of a credit report from an acceptable agency (Equifax 1-800-525-6285; Experian 1-888-397-3742; Trans Union 1-800-680-7289). Such report shall be for the individual applicant, and business (if applicable), and indicate all credit activity of record for the previous four (4) years.
7. A non-refundable application fee of \$100.
8. Certificate of insurance showing the required liability, property damage limits, and expiration date (see copy attached for required limits).
9. Submit evidence of workers' compensation insurance, or approved waiver.
9. Submit verification of state registration.

The Building Official will review application if approved an active card will be issued, if the application cannot be determined to be in full compliance with the requirements and conditions of the Suwannee County Licensing Ordinance 2006-04 the application will be referred to the Licensing Board for review without action by the Building Official.

FOR FURTHER INFORMATION, CONTACT THE SUWANNEE COUNTY BUILDING DEPARTMENT - 386/208-1606 OR 386/364-3407.

APPLICATION BASED ON BLOCK / EXPERIOR EXAMINATION

**SUWANNEE COUNTY, FLORIDA CONSTRUCTION INDUSTRY LICENSING BOARD
224 PINE AVENUE
LIVE OAK, FL 32064
386/364-3407 - 386/208-1606**

SECTION I

NAME: _____
(First) (Middle) (Last)

ADDRESS: _____

CITY: _____ STATE: _____ ZIP: _____

TELEPHONE - HOME: _____ BUSINESS: _____

DATE OF BIRTH: _____ PROPRIETOR []
PARTNERSHIP []
CORPORATION []

COMPANY NAME: _____

CITY: _____ STATE: _____ ZIP: _____

Check classification of registration for which you are applying:

- | | |
|---|---|
| <input type="checkbox"/> General Contractor A | <input type="checkbox"/> Mechanical Contractor |
| <input type="checkbox"/> Building Contractor B | <input type="checkbox"/> Pool Contractor |
| <input type="checkbox"/> Residential Contractor C | <input type="checkbox"/> Electrical Contractor |
| <input type="checkbox"/> Sheet Metal Contractor | <input type="checkbox"/> Plumbing Contractor |
| <input type="checkbox"/> Roofing Contractor | <input type="checkbox"/> Air Condition Contractor |
| | <input type="checkbox"/> A <input type="checkbox"/> B |

PLEASE DO NOT RETURN THIS APPLICATION UNTIL ALL DOCUMENTS ARE ATTACHED.

APPLICATION PROCESSING FEE - \$100.00 (NON-REFUNDABLE)

SECTION II

IF THE ANSWER TO **ANY** OF THE FOLLOWING IS “**YES**” - EXPLAIN FULLY IN REMARKS, (SECTION III BELOW). GIVE NAME OF PERSON OR COMPANY, ADDRESS, STATE AND COUNTY.

- 1. Have you ever failed to complete a construction contract? _____
- 2. Have you ever been refused a contractor’s license? _____
- 3. Have you ever had a contractor’s license revoked? _____
- 4. Have you ever declared bankruptcy (voluntarily or involuntarily)? _____
- 5. Have you ever been employed by a company which declared bankruptcy? _____
- 6. Are there any outstanding labor or material liens against you or your company? _____
- 7. If the name is a fictitious one and you are the sole proprietor, or if it is a partnership, you must attach proof of compliance with the Florida Fictitious Name Act.

SECTION III

REMARKS: _____

SECTION IV

1. Verification of all special training or experience you have that qualifies you as a competent contractor.

2. List of Counties in which you practiced your trade for the last five (5) years.

Year: _____	County: _____
Year: _____	County: _____
Year: _____	County: _____
Year: _____	County: _____
Year: _____	County: _____

3. Name of Liability Insurance Carrier: _____

4. Name of Worker's Compensation Carrier: _____

5. Have you been bonded within the last five (5) years? If so, give the name and address of bonding agency. _____

6. List the name and address of three or more building supply firms that you have made substantial purchases from within the past five (5) years, giving the amount of credit limit, if any, established with each firm.

7. List the name and address of the owners of the last five projects completed by you, giving the year in which completed.

Date: _____	Owner: _____
Date: _____	Owner: _____
Date: _____	Owner: _____
Date: _____	Owner: _____
Date: _____	Owner: _____

8. Credit references: _____

9. Number of persons you employ: _____

I certify that the answers to the foregoing questions are true and correct to the best of my knowledge. Any willful falsification of any information contained herein is grounds for disqualification. I further certify that I have read and the requirements as laid out in the Suwannee County Licensing Ordinance 2006-04. (The entire Ordinance is available for review at the Suwannee County Building Department.)

Applicant Signature

Date

BUSINESS ORGANIZATION

If Partnership:

State name of partnership: _____

Name of all partners: _____

If Corporation:

Name of Corporation: _____

Name of Officers and Directors:

President: _____

Vice-President: _____

Secretary/Treasurer: _____

Individuals legally qualified to act for organization: _____

Individuals qualified to supervise construction: _____

If Business Trust:

Name of Business Trust: _____

Name of Trustees: _____

Individuals qualified to supervise construction: _____

**All business organizations, if applicable, must comply with the Fictitious Name
Registration Law.**

INSURANCE LIMIT REQUIREMENTS

	LIABILITY	P/D
General Building Contractor	\$300,000.	\$50,000
Building Contractor	300,000.	50,000
Residential Building Contractor	100,000.	25,000
Roofing Contractor.....	100,000.	25,000
Sheet Metal Contractor	100,000.	25,000
Swimming Pool Contractor.....	100,000.	25,000
Plumbing Contractor	100,000.	25,000
Electrical Contractor	300,000.	500,000
Mechanical Contractor.....	100,000.	25,000
Air Conditioning Contractor	100,000.	25,000

Suwannee County Licensing Ordinance 2006-04

PART 2 CONTRACTOR LICENSING SECTION V CLASSIFICATION AND DEFINITIONS OF CONTRACTORS

A. Building Category.

1. General Contractor – For definition see Chapter 489, Part I, FS.
2. Building Contractor - For definition see Chapter 489, Part I, FS.
3. Residential Contractor - For definition see Chapter 489, Part I, FS.
4. Commercial Pool/Spa Contractor – For definition see Chapter 489, Part I, F.S.
5. Residential Pool/Spa Contractor - For definition see Chapter 489, Part I, F.S.

B. Trades Category.

1. Class “A” Air Conditioning Contractor - For definition see Chapter 489, Part I, F.S.
2. Class “B” Air Conditioning Contractor - For definition see Chapter 489, Part I, F.S.
3. Electrical Contractor - For definition see Chapter 489, Part II, F.S.
4. Mechanical Contractor - For definition see Chapter 489, Part I, F.S.
5. Plumbing Contractor - For definition see Chapter 489, Part I, F.S.
6. Roofing Contractor - For definition see Chapter 489, Part I, F.S.
7. Sheet Metal Contractor - For definition see Chapter 489, Part I, F.S.

SECTION VI COMPETENCY CARD APPLICATION

A. Submission. To obtain a competency card an applicant shall submit an application in writing to the Licensing Board on a form prescribed by it. Such form shall contain the statement that the applicant desires the issuance of a competency card, the class of competency card desired and other information the Licensing Board deems necessary. The applicant must be a resident of Suwannee County. A fee, a recent photograph of the applicant and other requirements of this section shall accompany the application. The deadline (cutoff) for submitting applications for each Licensing Board meeting shall be three (3) weeks prior to that meeting.

B. Person or Entity to be Licensed.

1. **Individual.** When the applicant proposes to engage in contracting in his/her own name, the application shall so indicate and the competency card will be issued only to that individual.

2. **Business Organization.**

a. When the applicant proposes to engage in contracting as a partnership, corporation, business trust or other legal entity, the application shall state the name of the partnership and of its partners, or the name of the corporation and of its officers and directors, or the name of the business trust and its trustee, or the name of such other legal entity and its members, and furnish evidence of statutory compliance if a fictitious name is used. Such applications shall also show that the person applying for the competency card is legally qualified to act for the business organization in all matters connected with its contracting business, and has the authority to supervise construction undertaken by such business organization. The partnership, corporation, business trust or other legal entity, must maintain its principal place of business in Suwannee County. The competency card, when issued upon application of a business organization, shall be in the name of such business organization and the name of the qualifying individual(s) shall be noted thereon.

b. At least one (1) supervising employee of a business organization shall be qualified under this Ordinance and designated as a qualifier in order for the business organization to hold a current competency card in the category of the business conducted for which the member or supervising employee is qualified.

C. Application Fee. A non-refundable fee of One Hundred Dollars (\$100.00) must accompany each application.

SECTION VII COMPETENCY CARD REQUIREMENTS

A. Examination. Upon the effective date of this Ordinance, those persons who do not hold a current competency card for the trades, businesses, or occupations set forth in Subsections V-A and V-B shall be required to pass, with a minimum score as specified, a competency examination in the classification applied for (including business exam) as a prerequisite for obtaining a competency card. The Licensing Board shall accept the results of a duly administered and proctored exam as follows:

1. Exam administered by an approved agency. A score of seventy-five percent (75%) or higher on an examination developed by an agency approved by the Licensing Board; or
2. State Exam. A score of seventy-five percent (75%) or higher on an examination administered by the Florida Department of Business and Professional Regulation; or
3. Other Government Exam. The Licensing Board may also accept the results of any approved examination administered by a county or municipal competency board, at its sole discretion. The proper certification of such examination results, as determined by the Licensing Board, shall be presented prior to its acceptance.

B. Educational/Experience Requirements. For all contractor categories, the applicant shall have the following education/experience.

1. An associate degree from an accredited two-year college in an appropriate field of engineering, architecture or building construction, and a minimum of two (2) years of active experience as a worker who has learned the trade by serving an apprenticeship as a skilled worker who is able to command the rate of a mechanic in the particular trade or as a foreman who is in charge of a group of workers and is responsible to a superintendent or a contractor or his or her equivalent, provided, however, at least 1 year of active experience shall be as a foreman; or
2. Has a total of at least 4 years of active experience as a worker who has learned the trade by serving an apprenticeship as a skilled worker who is able to command the rate of a mechanic in the particular trade or as a foreman who is in charge of a group of workers and is responsible to a superintendent or a contractor or his or her equivalent provided, however, that at least 1 year of active experience shall be as a foreman.

C. Letters of Recommendation. The applicant for a competency card, in any contractor classification, shall provide to the Licensing Board a letter of recommendation from a contractor holding an active current Certificate of Competency in the applicant's field and one (1) letter of recommendation each from any two (2) of the following categories of persons or entities. Such letters shall be notarized, dated not more than six (6) months prior to submission, and address the moral character, experience and other attributes of the applicant that the author feels is important for one in whom trust is placed:

1. Other county or city building department; or
2. Material man or material supply firm; or
3. Architect or engineer; or
4. Financial Institution; or
5. Such other persons or entities as approved by the Licensing Board from time to time.

D. Financial Responsibility. As a prerequisite to issuance of a competency card, the Licensing Board shall require the applicant to submit proof of financial responsibility in the form of a credit report from an acceptable agency. Such report shall be on the individual applicant and business if applicable, and indicate all credit activity of record for the previous four (4) years.

E. Insurance. As a prerequisite to issuance of a competency card, the Licensing Board shall require the applicant to submit satisfactory evidence he/she has obtained workers' compensation insurance or approved exemption, public liability and property damage insurance for the safety of the public in the following amounts:

General Contractors	\$300,000	and	\$50,000
Building Contractors	\$300,000	and	\$50,000
Electrical Contractors	\$300,000	and	\$500,000
All Other Classifications	\$100,000	and	\$25,000

Failure to maintain the minimum required insurance coverage shall result in the immediate suspension of the Certificate of Competency and shall be deemed a violation of this Ordinance. The Certificate of Competency shall be reinstated upon satisfactory proof of insurance coverage. Suspension of the Certificate of Competency three (3) times within any five (5) year period for failure to maintain the required insurance coverage shall be deemed a breach of the financial responsibility required by this Ordinance. The Board may, by resolution, amend any or all of the worker's compensation, public liability or property damage insurance limits set forth above.

This subsection does not apply to inactive competency cardholders.

F. Grandfathering. There shall be no "grandfathering" or licensing of any contractor not meeting the requirements of this section or previous county ordinance or state law.

G. State Registered Contractors. A person or firm who holds a registration of competency from the Florida Construction Industry Licensing Board, and who wishes to obtain a Suwannee County competency card in the same classification, shall not be required to take an examination if the applicant has passed the exam approved by the Licensing Board through another jurisdiction with a grade as required herein.