



Environmental Protection and Growth Management Department

**PERMITTING, LICENSING AND CONSUMER PROTECTION DIVISION**

1 N. University Drive, Box 302, Plantation, Florida 33324 • Phone: 954 765-4400 • FAX: 954-765-4574

**CONTRACTOR APPLICATION INFORMATION FOR EXAMINATION OR RECIPROCIITY  
FOR THE ENGINEERING AND/OR MECHANICAL TRADES**

1. To apply for a Certificate of Competency for Broward County an applicant is required to have the amount of years of the practical construction experience as listed on the Application Check-List.
2. **Proof of Experience:** AFFIDAVITS and W-2's must be submitted to substantiate the required experience by your present or former licensed employer. In the case of self employment, attach copies of your incorporation papers, occupational license, etc. Reciprocity applicants must submit all the same information and you will receive a "Notice to Appear" at an upcoming scheduled Board Meeting. Out of state experience must be verified via notarized letter from licensed architect or engineer from that state. Please advise anyone preparing an affidavit that they will be contacted to verify the information provided. **All letters and affidavits must be notarized.**
3. Three (3) Character and Two (2) Credit REFERENCE LETTERS, from business person not related to you by blood or marriage are required. **All letters and affidavits must be notarized.**
4. **Corporation Papers:** If you are qualifying a corporation you are required to provide a copy of the front page of your articles of incorporation, the page listing the corporate officers, and a written statement from the Secretary of State, Tallahassee, certifying the corporation is currently authorized to do business in the State of Florida. If you are not an officer of the corporation, you must provide a notarized letter from an officer of the corporation stating that you are a supervisory employee of the corporation.
5. **Credit Report required:** A **credit report** (within the past 6 months) is required for the individual applying for certification, and in addition if you are qualifying a corporation or partnership a company credit report is also required. These reports must come from a recognized Credit Bureau, such as Experian or Equifax Credit Bureau. You can obtain a free credit report from [www.annualcreditreport.com](http://www.annualcreditreport.com).
6. **Fictitious Name Affidavit:** If the firm is not incorporated but is operating under a **Trade Name** (other than the proper name of an individual) the company must conform to Florida Statute 865.09 Fictitious Name Statute, and you must file a copy of the Fictitious Name Affidavit after it has been properly registered with the Division of Corporations.
7. Answer all questions in full, **please type or print clearly** with sufficient detail to determine if you are qualified to take the examination. If not applicable indicate N/A. Attach additional sheets if necessary.
8. All applications must include TWO (2) PASSPORT size photos within the last 3 months of the APPLICANT.
7. Processing Fee's: Please refer to the **Application Check-List** for the required fee. All fees are **Non-Refundable**. If paying by check, please make payable to: "**Broward County Board of County Commissioners**".
  - After the Board reviews this application, you will be advised of their decision via letter.
  - Should your application be disapproved by the Board, the application fee will **NOT** be refunded.
  - Once approved your contact information will be sent to Gainesville Independent Testing Service, LLC ("GITS") who will Contact you to schedule your exams.
  - Applicants are required to pass (exam list attached) with the minimum passing grade of 75% or higher for Engineering and Mechanical trades (this also applies to reciprocity grades from other counties).

- After you have passed the examination you will be required to submit a Certificate of Insurance, however, reciprocity applications will be required to submit insurance at time of application. The minimum liability insurance limits are listed below:

Bodily Injury Liability.....\$300,000.00

Property Damage Liability .....\$ 50,000.00 (For any one accident including damage to rights-of-way and/or shrubbery.)

Proof of Worker's Compensation Insurance or Waiver form.

- **INACTIVE STATUS:** The insurance requirements are not required but you should not be signing contracts or pulling a permit.

Information:

Sec.9-14. Complaints and disciplinary actions

(b) No individual or business organization certified or pending certification under this chapter or any financially responsible officer shall:

(1) Willfully, deliberately or negligently disregard or violate any provision of the Building Code or any state laws or regulations which directly relate to the practice of contracting or the ability to practice contracting.

(18) Fail to maintain in full force and affect any insurance required by this chapter or the board.

**Return the COMPLETED APPLICATION and APPLICATION FEE to:**

**1 North University Drive, Box 302  
Plantation, Florida 33324**



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**APPLICATION CHECKLIST FOR CERTIFICATE OF COMPETENCY  
 BROWARD COUNTY CONTRACTOR LICENSING AND ENFORCEMENT  
 (SELECT WHICH CATEGORY YOU WISH TO APPLY FOR)**

<b>ELECTRICAL AND SPECIALTY ELECTRICAL CONTRACTORS</b>			
	Alarm System Contractor I – 7 yrs., \$300.00, 75%		Limited Energy Systems Contractor – 7 yrs., \$300.00, 75%
	Alarm System Contractor II – 7 yrs., \$300.00, 75%		Master Electrician – 7 yrs., \$300.00, 75%

<b>ENGINEERED CONSTRUCTION CONTRACTORS (GEC application is \$430; category 1-3 and category 4 application fee is \$315 ea.)</b>			
	<b>General Engineered Construction – 10 yrs., \$430.00, 75%</b>		<b>Specialty Engineered Construction – 4 yrs., \$315.00, 75%</b>
	<b>CATEGORY 1</b> <b>Specialty Engineered Utility &amp; Drainage –4 yrs., 75%</b> (Category 1A covers category 1B, all others are separate)		<b>CATEGORY 3</b> <b>Specialty Engineered Paving –4 yrs., 75%</b> (Category 3A covers all other category 3 specialties. Category 3B covers all other category 3 specialties listed below 3B, however, it does not cover 3A. All others are separate.)
	1A – Primary Pipelines (water, sewer and drainage)		3A – Major Roads (asphalt and concrete paving for interstate, primary, secondary, and arterial roadways and airports and work incidental thereto)
	1B – Secondary Pipelines (Water, sewer and drainage incidental to parking lots)		3B – Minor Roads (asphalt and concrete paving for subdivision facilities and work incidental thereto)
	1C – Plant Construction (water treatment, sewage treatment, industrial complexes, pub and lift stations, incinerators)		3C – Concrete Driveways, Curbs, Gutters and sidewalks.
	1D – Fuel Transmission and Distribution Lines		3D – Sealcoating (incidental striping, pavement markings and signage.) – <b>1 yr. 75%</b>
	1E – Underground and Aerial Utility Transmission and Distribution Lines		3E – Surfacing (tennis courts, bike paths, driveways, parking lots w/drainage incidental thereto being limited to soakage pits/drywells)
	1F – Feeder Distribution Interface (FDI Telephone boxes) Installer		3F – Striping, pavement markings and signage of major and minor roadways
	1G – Cable Television (for pre-wiring buildings, apply at Electrical Board)		3G – Interlocking Brick pavers. (select, cut and lay interlocking brick)
	1H – Jack and bore Installer		
	1I – Irrigational System Builder (irrigational piping systems)		
	<b>CATEGORY 2</b> <b>Specialty Engineered Structural –4 yrs., 75%</b> (Category 2A covers all other category 2 specialties. All others are separate.)		<b>CATEGORY 4</b> <b>Specialty Engineered Earthwork –4 yrs., 75%</b> (All separate categories.)
	2A – Heavy Marine (harbor facilities, docks, shipyards, bulkheads, retaining walls, seawalls, dams and locks).		4A – Excavation (canals, lakes and levees)
	2B – Bridges, Overpasses and Underpasses		4B – Clearing and Grading
	2C – Tunnels		4C – Dredging (canals, lakes and waterways)
	2D – Light Marine (seawalls, retaining walls, davits, boat lifts, and small docks)		
	2E – Pile Driving		

**GENERAL CONTRACTOR CERTIFICATE OF COMPETENCY**

	<b>CLASS "A" UNLIMITED GENERAL CONTRACTOR</b> - Unlimited as to height, area, and complexity of the construction, and who has the experience, knowledge, and skill gained by not less than six (6) years of practical construction experience. <b>6 yrs., \$200.00, 70%</b>
	<b>CLASS "B" COMMERCIAL BUILDING CONTRACTOR</b> - Limited to construction of commercial buildings and single or multiple dwelling residential buildings, neither to exceed three stories in height, and accessory use structures in connection therewith, or those whose services are limited to remodeling, repair, or improvement of any size building if the services do not affect the structural members of the building and who has the experience, knowledge and skill gained by not less than four (4) years of practical construction experience. <b>4 yrs., \$200.00, 70%</b>
	<b>CLASS "C" RESIDENTIAL BUILDING CONTRACTOR</b> - Limited to construction, remodeling, repair, or improvement of one, two, or three family unit residences not exceeding two stories in height, and accessory use structures in connection therewith and who has the experience, knowledge and skill gained by not less than three (3) years of practical experience. <b>3 yrs., \$200.00, 70%</b>

**GENERAL SPECIALTY BUILDING CONTRACTOR CERTIFICATE OF COMPETENCY**

Acoustic Ceiling – 1 yr., \$200.00, 70%	Painting Unlimited – 2 yrs., \$200.00, 70%
Aluminum Specialty Structure – 3 yrs., \$200.00, 70%	Pavers – 4 yrs., \$200.00, 70%
Awning erection – 3 yrs., \$200.00, 70%	Plastering/Stucco – 2 yrs., \$200.00, 70%
Business financial Mgmt. – 1 yr., \$200.00, 70%	Pool/Spa Contr., Commercial – 6 yrs., \$200.00, 70%
Cabinetry – 2 yrs., \$200.00, 70%	Pool/Spa Contr., Residential – 4 yrs., \$200.00, 70%
Carpentry – 3 yrs., \$200.00, 70%	Pool/Spa Servicing – 2 yrs., \$200.00, 70%
Concrete Placing and Finishing – 2 yrs., \$200.00, 70%	Registered Tradesperson - \$200.00, 70%
Demolition (non-explosive) – 2 yrs., \$200.00, 70%	Residential Interior Remodeling – 3 yrs., \$200.00, 70%
Drywall/Lathing – 2 yrs., \$200.00, 70%	Roof Decks – 2 yrs., \$200.00, 70%
Elevator Installation and Maintenance – 4 yrs., \$200.00, 70%	Roofing – 4 yrs., \$200.00, 70%
Fabric Awning – 1 yr., \$200.00, 70%	Roof Painting and Cleaning – 6 mos, \$200.00, 70%
Flatwork Concrete – 2 yrs., \$200.00, 70%	Rough Carpentry – 2 yrs., \$200.00, 70%
Fence Erection – 1 yr., \$200.00, 70%	Sandblasting – 1 yr., \$200.00, 70%
Finished Carpentry – 2 yrs., \$200.00, 70%	Screen Enclosures – 1 yr., \$200.00, 70%
Flooring – 1 yr., \$200.00, 70%	Shutter/Opening Protective – 1 yr., \$200.00, 70%
Garage Door – 2 yrs., \$200.00, 70%	Sign Erection (non-electric) – 1 yr., \$200.00, 70%
Glazing – 3 yrs., \$200.00, 70%	Steel Reinforcing and Iron – 3 yrs., \$200.00, 70%
Gunite – 3 yrs., \$200.00, 70%	Structural Steel – 6 yrs., \$200.00, 70%
Insulation – 1 yr., \$200.00, 70%	Terrazzo – 1 yr., \$200.00, 70%
Masonry – 2 yrs., \$200.00, 70%	Tile, Marble, and Granite – 2 yrs., \$200.00, 70%
Misc Metals Erection – 3 yrs., \$200.00, 70%	Waterproofing – 2 yrs., \$200.00, 70%
Painting – 1 yr., \$200.00, 70%	Window and Door – 2 yrs., \$200.00, 70%

**LIQUEFIED PETROLEUM GAS CONTRACTORS**

LPG Contractor – Must have State License I#601	
LPG Service and Installation – Must have State C#408 or A#0803	

**MECHANICAL AND SPECIALTY MECHANICAL CONTRACTORS – APPLICATION FEE IS \$275 FOR ALL-PASSING GRADE 75%**

Mechanical Contractor – 6 yrs. (W2's), \$275	Pneumatic Control – 3 yrs. (W2's), \$275
Insulation – 3 yrs. (W2's), \$275	Sheet Metal – 6 yrs. (W2's), \$275
Class A Air Conditioning – 6 yrs. (W2's), \$275	Class B Air Conditioning Limited to 25 Tons -3 yrs (W2's), \$275
Test & Balance – Class "A" Unlimited (must hold a Class "A" Air Conditioning (hold for 3 years) license already & be certified by AABC or NEBB), \$275	Test & Balance – Class "B" Limited to 25 tons (must hold a Class "B" Air Conditioning (hold for 3 years) license already & be certified by AABC or NEBB), \$275
Central Vac System – 3 yrs. (W2's), \$275	Transport Assembly – 3 yrs. (W2's), \$275

**PLUMBING AND SPECIALTY PLUMBING CONTRACTORS**

Master Plumber – 7 yrs., \$250.00, 75%	Lawn Sprinkler – 1 yr., \$250.00, 75%
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Today's Date:	* Social Security No.:
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**NOTICE OF COLLECTION OF SOCIAL SECURITY NUMBERS FOR GOVERNMENT PURPOSES**

\* Under the Federal Privacy Act, disclosure of social security numbers is voluntarily unless specifically required by federal statute. In this instance, social security numbers are mandatory pursuant to Title 42 United States Code, Sections 653 and 654; and Sections 409.2577 and 409.2598, Florida Statutes, to allow efficient screening of applicants and licensees by a Title IV-D child support agency to assure compliance with child support obligations. Social security numbers must also be recorded on all professional and occupational license applications and will be used for licensee identification pursuant to the Personal Responsibility and Work Opportunity Reconciliation Act of 1996 (Welfare Reform Act)."

<b>Item 1 - Personal Information</b>			
Last name:	First name:	Middle Initial:	Suffix:
Phone No.:		Cell No.:	
Home Address:			Apt. No.:
City:	State:	Zip Code:	
E-Mail:			
Place of Birth:		Date of Birth:	
Height:	Weight:	Hair Color:	Eye Color:

<b>Item 2 - Business Organization</b>			
Are you qualifying as (circle one):			
	Sole Proprietor	Partnership	Corporation
Name:			
Business Phone No.:		Business Cell No.:	
Business Address:			Unit. No.:
City:	State:	Zip Code:	
E-Mail:		Fax:	

**Item 3**

Have you ever . . .	Yes or No
<p>Been convicted, adjudication withheld, and/or you plead nolo contendere (no contest) <u>to a felony or first degree misdemeanor</u>, including but not limited to the following crimes, dishonesty, fraud, deceit, or lack of integrity in the operation or conduct of the applicant’s business, occupation, or trade. Please provide official disposition documents from the court of law for any adjudication, conviction, withheld adjudication or nolo contendere.</p>	

<u>Date</u>	<u>Location</u>	<u>Charge(s)</u>	<u>Disposition</u>

Contracted or done work outside the scope of operation, as set out in the definition of the particular type of contractor for which you are qualifying?	
Abandoned without legal excuse, a construction project or in which you were engaged or under contract as a contractor or subcontractor?	
Diverted Funds or property received for execution or completion of specific construction project or operation, or for a specific purpose, to any other use whatsoever?	
Departed from or disregarded in any material respect, the plans of the owner or his duly authorized representative?	
Disregarded or violated in the performance of your contracting business, any of the building, safety, health insurance, or workmen’s compensation laws of the State of Florida, or the regulations of Broward County?	
Misrepresented any material fact in your application and supporting papers in obtaining a license?	
Failed to fulfill your contractual obligation through inability to pay all creditors for material furnished, work or services performed, in the operation of your business for which you are licensed?	
Aided or abetted an unlicensed person to evade the licensing requirements of Broward County, or allowed your license to be used by an unlicensed person or acted as an agent, partner, or associate of an unlicensed person with the intent to evade the licensing requirements of Broward County?	
Been guilty of any fraudulent act as a contractor or sub-contractor, by which another is substantially injured?	
Filed bankruptcy in business?	

**If you answered yes to any of the above questions, please explain on a separate sheet of paper.**

List your employment record beginning with your most recent employer to show your practical and required experience in the construction field. Include all business(es) that you own(ed), operated, or managed, and which you have had an active part. Please explain any gaps in employment on a separate sheet. **If additional employment history is required, please copy this sheet and attach with application.**

<b>Item 4 Employment History</b>		
Dates: From:	To:	
Business Name:		
Business Phone No.:	Business Cell No.:	
Employer's Address:		
City:	State:	Zip Code:
E-mail:		
Specify Type of Work:		
Last Position Held:		
Reason for Leaving:		

<b>Employment History</b>		
Dates: From:	To:	
Business Name:		
Business Phone No.:	Cell No.:	
Employer's Address:		
City:	State:	Zip Code:
E-mail:		
Specify Type of Work:		
Last Position Held:		
Reason for Leaving:		

**Item 5  
Education Record**

High School	1 2 3 4	Name	Location	<b>Degree</b>
College	1 2 3 4	Name	Location	<b>Degree</b>
Trade School		Name	Location	<b>Degree</b>
		Certification		

**Item 6  
Certificates of Competency**

Type of Certificate	Certificate Number	Date Issued	Date Expires	Place Issued	By Exam (Yes or No)	By Other (State Other)

Are you aware that all answers made on this application constitute a sworn statement by you?    Yes        No

**I certify that the above information and any attachments to this application are true and correct under penalty of law. I further understand that the Broward County Permitting, Licensing and Consumer Protection Division may deny this application based on my history, failure to disclose information, and/or information that is false or misleading.**

\_\_\_\_\_  
**Signature of Applicant**

\_\_\_\_\_  
**Date**

**NOTARY PUBLIC**

State of Florida        )  
                                  ) SS  
County of                )

The foregoing instrument was acknowledged before me this \_\_\_\_ day of \_\_\_\_\_, 20\_\_, by \_\_\_\_\_ who is personally known to me, or who has produced \_\_\_\_\_ as identification, and who did/did not take an oath.

**(Seal)**

\_\_\_\_\_  
**Notary Public in and for the State of Florida**

**Affidavit of Experience**

Provided by (circle one):	Employer	Self-employed	Employer no longer in business
This is to certify that:		Is/was employed by:	
Business Address:		Phone No.:	
City:	State:	Zip Code:	
From:	To:	Total Length of time:	
The specific type of work performed consisted of the following:			
Remarks if any:			

I am the qualifier for the above mentioned firm or corporation and hold current Certificate of Competency	
Card No.:	Issued by:
Type of Contractor:	Contact Phone No.:

By signing this affidavit, I understand that if I am found to be providing false statements related to the applicant's experience and competency, then as a contractor licensed by Broward County I face penalties up to and including licenses suspension and revocation. If I am licensed by another county, state, or professional agency other than Broward County, then I understand a letter from the Contracting Licensing Board for the General Construction and Specialty Trades will be sent to my licensing authority making them aware of any false or misleading statements I may have made in this affidavit.

Print Name: \_\_\_\_\_ Signature of Contractor \_\_\_\_\_

NOTARY PUBLIC

State of Florida     )  
                                   ) SS  
 County of            )

The foregoing instrument was acknowledged before me this \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, by \_\_\_\_\_ who is personally known to me, or who has produced \_\_\_\_\_ as identification, and who did/did not take an oath.

(Seal)

\_\_\_\_\_  
 Notary Public in and for the State of Florida

For Office Use Only

Date Received:	Verified by:	License No.:
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