



Environmental Protection and Growth Management Department
Permitting, Licensing and Consumer Protection Division
1 North University Drive, Box 302 · Plantation, Florida 33324 · Phone: 954-765-4400 · Fax: 954-765-4574

Application Information for Examination or Reciprocity

GENERAL CONTRACTOR CERTIFICATE OF COMPETENCY

Application Package: All application materials must be submitted in the following order:

- Completed application (pages must be in numerical order)
- Affidavits
- Credit references
- Credit report
- Corporate documents

Experience: To apply for a General Contractor Certificate of Competency the applicant is required to have the following practical construction experience:

- | | |
|--|-----------------|
| Class A Unlimited General Contractor: | Six (6) years |
| Class B Commercial Building Contractor: | Four (4) years |
| Class C Residential Building Contractor: | Three (3) years |

Appear Before the Board: The Board has a high threshold for approval when considering an application to test for a General Contractor's Certificate of Competency. When submitting your application, it is recommended that you request to appear before the Board to answer any questions about your application. This will help to reduce any delays and expedite your application.

Processing Fee: \$200.00 (non-refundable) Should your application be disapproved by the Board, this fee will **not** be refunded. If paying by check make check payable to: Broward County Board of County Commissioners.

Photographs: All applications must include two (2) passport-sized photographs of the applicant, **taken within the past 3 months.**

Witnesses: The Board highly recommends that, if possible, you ask a County or State Certified General Contractor(s) to accompany you to the meeting in order to speak to your prior practical construction experience, and how it qualifies you to take the exam.

Affidavits: Please advise anyone preparing an affidavit that they may be contacted by Broward County Licensing and Enforcement investigators to verify information provided. Affidavits must be submitted to substantiate the above required experience. Affidavits must be completed by your present or former licensed contractor employer.

Types of Affidavit Accepted:

- **One (1) notarized affidavit from a Florida State or County licensed contractor of equal or higher category of license than that for which the applicant has applied; or**
- **One (1) notarized letter from a licensed architect or engineer verifying required experience for the specific type of work performed; or**
- **Three (3) notarized affidavits from out-of-State licensed contractors which include the contractor's license number, and which verify the required experience for the specific type of work performed.**

References: Please provide at least (3) credit references as follows:

- **At least one (1) from a local financial institution must be attached, stating that your accounts are in good standing.**
- **The other two (2) may be letters from supply houses or such other business entities that you have done business with.**

Additional Information:

- **All references letters should be notarized, include a contact number and, if applicable, a certificate of certificate of competency number.**
- **Your application will only be enhanced if you provide more than the minimum amount of required reference letters.**
- **The board may or may not consider, at its discretion, reference letters from homeowners for whom you have performed work.**

Personal Credit Report: Free personal credit reports can be obtained from www.annualcreditreport.com. The Board highly recommends that you obtain your credit report just prior to submitting your application. This will ensure the Board is presented with the most up-to-date information on your credit history. However, If you have an existing credit report, it cannot be over twelve (12) months old. If it is over ninety (90) days old, it should be accompanied by a notarized affidavit from you stating that no material change has occurred since its preparation and that it substantially represents your current financial condition.

Credit Score: Your personal credit report must include your credit score. There is a small additional charge to include your credit score in the report. If the credit score is less than 550, you will have to appear before the Board to explain any area(s) of concern.

Business Credit Report: If you already have an active corporation, you should also provide a credit report for your business, which should also include the credit score.

Personal Financial Statement: If you have a personal financial statement, please include it in your application. If you don't have a financial statement, please include copies of your most recent bank statement.

Corporate Financial Statement: If you already have an active corporation, please provide a comprehensive financial statement, notarized by your accountant. The financial statement shall not be over one hundred eighty (180) days old. If over ninety (90) days old, it shall be accompanied by a notarized affidavit from you stating that no material change has occurred since its preparation and that it substantially represents the current financial condition of the applicant and the business organization.

Project List: The board highly recommends the inclusion of the Project List for anyone applying for a Class “A” Unlimited General Contractor or Class “B” Commercial contractor. The Project List should consist of construction projects worked on during the required period of experience.

Fictitious Corporate Name: If the firm is not incorporated but is operating under a TRADE name, other than your proper name, the company must conform to Florida Statute 865.09 Fictitious Name Statute, and must be properly registered with the Division of Corporations

Business Organization: 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 current.

Certificate of Insurances: After you have passed the examination you will be required to submit a Certificate of Insurances Reciprocity applications will be required to submit insurance at time of application. The minimum liability insurance limits are:

- 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

Notification: After the Board reviews your application, you will be advised of their decision by letter or, if you choose to appear before the board, at the meeting.

Testing Agency: Once approved your contact information will be sent to Gainesville Independent Testing Service, LLC (GITS). GITS will contact you to schedule your exams.

Passing Scores: Applicants are required to pass a Trade and a Business exam with a minimum passing grade of 70%.

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Application for Examination or Reciprocity
General Contractor Certificate of Competency

ANSWER ALL QUESTIONS – PLEASE TYPE OR PRINT CLEARLY IN INK

PLEASE DESIGNATE CLASSIFICATION DESIRED:

- CLASS “A” UNLIMITED GENERAL CONTRACTOR**
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.
- CLASS “B” COMMERCIAL BUILDING CONTRACTOR**
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.
- CLASS “C” RESIDENTIAL BUILDING CONTRACTOR**
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.

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)."

**Item 1
Personal Information**

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:	

**Item 2
Business Organization**

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
Been convicted, adjudication withheld, and/or you plead nolo contendere (no contest) to a felony or first degree misdemeanor, 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.	

<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.**

Item 4 Employment History		
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:		

Employment History		
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	Degree
College	1 2 3 4	Name	Location	Degree
Trade School		Name	Location	Degree
		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.: