

Contractor Information

Steps involved when applying for a NEW Certificate of Competency (Contractor License):

1. Complete a trade-specific application by:
 - Applying in person
 - or use one of the applications in this Adobe PDF:
 - or by calling 954-765-4400 X9876 to have an application mailed to you
 - or send us an email to request an application by email.
2. Submit the application, application fee(s), and required documents (as noted on the application) to our office 10 days prior to the Broward County Central Examining Board of Construction Trades meeting in the trade you are applying for.
3. The Board will review your application, and their decision will be mailed to you within a week. If your application is approved by the Board, you will be contacted by either of our approved testing agencies, Gainesville Independent Testing Services (GITS) or ProV, Inc.. The following link is for Broward County Central Examining Board calendar.
4. After you have taken your exams testing agency will provide Broward County with the exam results in approximately one week. You will be notified by mail of any additional requirements necessary to receive your Certificate of Competency (aka License). If you do not pass the exam, you may contact the testing agency to schedule another test.
5. You will need to pick up your license in person at our office to receive both the official Certificate of Competency (License) and the official wallet size picture identification (I.D.).

Testing Requirements:

- Contractor certification includes an exam for both the Trade and Business & Law.
- The Journeyman certifications do not require the Business & Law exam.
- A passing grade of at least 70% is required except for the Plumbing, Electrical, Mechanical and Engineering exam, which is 75%. An exception may be made by the Board to accept a lower score but note that reciprocity to another County or State may not be possible.

If you wish to appeal against any decision made by the board, agency, or commission, as applicable, with respect to any matter considered at such meeting or hearing, you will need a record of the proceedings. You may thus need to ensure that a verbatim record of the proceedings is made, which record includes the testimony and evidence upon which the appeal is to be based.

Please read [Chapter 9 – CONTRACTORS](#) of the Broward County, Florida – Code of Ordinances (Municode.com)

Testing Centers

1. Global Independent Testing Services LLC. (GITS) - <https://www.gitsllc.org/InformationSheets.html>
2. ProV. - <https://provexam.com/test-information/>

Experience Requirements:

See further in this document for the experience requirements and certification information.

Notice of Fee Increases

- Please be advised that a fee increase for all new contractor/journeyman licensing applications and contractor/journeyman license renewals will take effect on January 1, 2025.
- A Contractor's licensing application and/or renewal will now be processed at the rate of \$450.00. A journeyman's application fee will be \$225.00, and the renewal rate is increased to \$120.00.
- A change of status application fee is \$350.00. A letter of reciprocity is \$50.00. A “grandfather” letter fee is \$50.00.

Division I (Mandatory)

State Category 489.105 and 399.01

"Building contractor" is limited to construction of commercial buildings and single-dwelling or multiple-dwelling residential buildings, which do not exceed three stories in height, and accessory use structures in connection therewith or a contractor 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.

Experience Requirements: 4 years of practical building construction and trade experience.

State Category 489.105 and 399.01

"Certified elevator technician" means a natural person authorized by the division (of Hotels) to construction, install, maintain, or repair any vertical conveyance, after having been issued an elevator certificate of competency by the division. "Elevator certificate of competency" means a credential issued by the division to any individual natural person successfully completing an examination as prescribed by rule and paying a nonrefundable fee of \$50. Such credential shall be valid for and expire at the end of 1 year and may be renewed by the division when the division receives proof of the elevator certificate of competency holder's completion of 8 hours of continuing education from a provider approved by the department and a nonrefundable renewal fee of \$50. The department shall adopt by rule criteria for providing approval and procedures for continuing education reporting.

(a) An elevator certificate of competency may be issued only if the applicant meets the following requirements:

1. Four years' work experience in the construction, maintenance, service, and repair of conveyances covered by this chapter. This experience shall be verified by current or previously registered elevator companies as required by the division.

2. One of the following:

- a. Proof of completion and successful passage of a written examination administered by the division or a provider approved by the division under standards it adopted by rule.

b. Proof of completion of an apprenticeship program for elevator mechanics which has standards substantially equivalent to those found in a national training program for elevator mechanics and is registered with the Bureau of Apprenticeship and Training of the United States Department of Labor or a state apprenticeship authority.

c. Proof of licensure or certification by a state or local jurisdiction in the United States having standards substantially equal to or more stringent than those of this chapter.

(b) A licensed mechanical engineer whose license is in good standing may be granted an elevator certificate of competency.

Experience Requirements: 4 years of practical experience in the category.

State Category 489.105 and 399.01

"General contractor" is unlimited as to the type of work which he or she may do, who may contract for any activity requiring licensure under this part, and who may perform any work requiring licensure under this part, except as otherwise expressly provided in s. 489.113.

Experience Requirements: 4 years of practical building construction and trade experience.

State Category 489.105 and 399.01

"Residential contractor" is limited to construction, remodeling, repair, or improvement of a one-family, two-family, or three-family residences not exceeding two habitable stories above no more than one uninhabitable story and accessory use structures in connection therewith.

Experience Requirements: 4 years of practical building construction and trade experience.

State Category 489.105 and 399.01

"Residential pool/spa contractor" construction, repair, and servicing of a residential swimming pool, or hot tub or spa, regardless of use; includes the installation, repair, or replacement of existing equipment, any cleaning or equipment sanitizing that requires at least a partial disassembling, excluding filter changes, and the installation of new pool/spa equipment, interior finishes, the installation of package pool heaters, the installation of all perimeter piping and filter piping, and the construction of equipment rooms or housing for pool/spa equipment, and also includes the scope of work of a swimming pool/spa

servicing contractor. Does not include direct connections to a sanitary sewer system or to potable water lines. The installation, construction, modification, or replacement of equipment permanently attached to and associated with the pool or spa for the purpose of water treatment or cleaning of the pool or spa requires licensure; however, the usage of such equipment for the purposes of water treatment or cleaning does not require licensure unless the usage involves construction, modification, or replacement of such equipment. Water treatment that does not require such equipment does not require a license.

Experience Requirements: 4 years of practical experience in the category and obtain a certificate from the National Spa and Pool Institute as a Certified Pool Operator.

State Category 489.105 and 399.01

"Roofing contractor" is unlimited in the roofing trade and who has the experience, knowledge, and skill to install, maintain, repair, alter, extend, or design, if not prohibited by law, and use materials and items used in the installation, maintenance, extension, and alteration of all kinds of roofing, waterproofing, and coating, except when coating is not represented to protect, repair, waterproof, stop leaks, or extend the life of the roof. Includes skylights and any related work, required roof-deck attachments, and any repair or replacement of wood roof sheathing or fascia as needed during roof repair or replacement and any related work.

Experience Requirements: 4 years of practical building construction and trade experience.

State Category 489.105 and 399.01

"Solar contractor" installation, alteration, repair, maintenance, relocation, or replacement of solar panels for potable solar water heating systems, swimming pool solar heating systems, and photovoltaic systems and any appurtenances, apparatus, or equipment used in connection therewith, whether public, private, or otherwise, regardless of use. A contractor, certified or registered pursuant to this chapter, is not required to become a certified or registered solar contractor or to contract with a solar contractor in order to provide services enumerated in this paragraph that are within the scope of the services such contractors may render under this part.

Experience Requirements: 4 years of practical experience in the category.

State Category 489.105 and 399.01

"Swimming pool/spa servicing contractor" means a contractor whose scope of work involves, but is not limited to, the repair and servicing of a swimming pool, or hot tub or spa, whether public or private, or otherwise, regardless of use. The scope of work includes the repair or replacement of existing equipment, any cleaning or equipment sanitizing that requires at least a partial disassembling, excluding filter changes, and the installation of new pool/spa equipment, interior refinishing, the reinstallation or addition of pool heaters, the repair or replacement of all perimeter piping and filter piping, the repair of equipment rooms or housing for pool/spa equipment, and the substantial or complete draining of a swimming pool, or hot tub or spa, for the purpose of repair or renovation. The scope of such work does not include direct connections to a sanitary sewer system or to potable water lines. The installation, construction, modification, substantial or complete disassembly, or replacement of equipment permanently attached to and associated with the pool or spa for the purpose of water treatment or cleaning of the pool or spa requires licensure; however, the usage of such equipment for the purposes of water treatment or cleaning does not require licensure unless the usage involves construction, modification, substantial or complete disassembly, or replacement of such equipment. Water treatment that does not require such equipment does not require a license. In addition, a license is not required for the cleaning of the pool or spa in a way that does not affect the structural integrity of the pool or spa or its associated equipment.

Experience Requirements: 4 years of practical experience in the category and obtain a certificate from the National Spa and Pool Institute as a Certified Pool Operator.

State Category 489.105 and 399.01

"Underground utility and excavation contractor" construction, installation, and repair, on public or private property, whether accomplished through open excavations or through other means, including, but not limited to, directional drilling, auger boring, jacking and boring, trenchless technologies, wet and dry taps, grouting, and slip lining, of main sanitary sewer collection systems, main water distribution systems, storm sewer collection systems, and the continuation of utility lines from the main systems to a point of termination up to and including the meter location for the individual occupancy, sewer collection systems at property line on residential or single-occupancy commercial properties, or on multioccupancy properties at manhole or wye lateral extended to an invert elevation as engineered to accommodate future building sewers, water distribution systems, or storm sewer collection systems at storm sewer structures. However, an

underground utility and excavation contractor may install empty underground conduits in rights-of-way, easements, platted rights-of-way in new site development, and sleeves for parking lot crossings no smaller than 2 inches in diameter if each conduit system installed is designed by a licensed professional engineer or an authorized employee of a municipality, County, or public utility and the installation of such conduit does not include installation of any conductor wiring or connection to an energized electrical system. An underground utility and excavation contractor may not install piping that is an integral part of a fire protection system as defined in s. 633.102 beginning at the point where the piping is used exclusively for such system.

Experience Requirements: 4 years of practical experience in the class.

State Category 489.105 and 399.01

"Commercial pool/spa contractor" involves, but is not limited to, the construction, repair, and servicing of any swimming pool, or hot tub or spa, whether public, private, or otherwise, regardless of use; includes the installation, repair, or replacement of existing equipment, any cleaning or equipment sanitizing that requires at least a partial disassembling, excluding filter changes, and the installation of new pool/spa equipment, interior finishes, the installation of package pool heaters, the installation of all perimeter piping and filter piping, and the construction of equipment rooms or housing for pool/spa equipment, and also includes the scope of work of a swimming pool/spa servicing contractor. Does not include direct connections to a sanitary sewer system or to potable water lines. The installation, construction, modification, or replacement of equipment permanently attached to and associated with the pool or spa for the purpose of water treatment or cleaning of the pool or spa requires licensure; however, the usage of such equipment for the purposes of water treatment or cleaning does not require licensure unless the usage involves construction, modification, or replacement of such equipment. Water treatment that does not require such equipment does not require a license. License is not required for the cleaning of the pool or spa in a way that does not affect the structural interior of the pool or spa or its associated equipment.

Experience Requirements: 4 years of practical experience in the category and obtain a certificate from the National Spa and Pool Institute as Certified Pool Operator

Division II (Mandatory)

State Category 489.105 and 399.01

“Alarm system contractor” means a person whose business includes the execution of contracts requiring the ability, experience, science, knowledge, and skill to lay out, fabricate, install, maintain, alter, repair, monitor, inspect, replace, or service alarm systems for compensation, including, but not limited to, all types of alarm systems for all purposes. This term also means any person, firm, or corporation that engages in the business of alarm contracting under an expressed or implied contract; that undertakes, offers to undertake, purports to have the capacity to undertake, or submits a bid to engage in the business of alarm contracting; or that by itself or by or through others engages in the business of alarm contracting.

An alarm system contractor who possesses a certificate of competency issued by the department. The scope of certification is limited to alarm circuits originating in the alarm control panel and equipment governed by the applicable provisions of Articles 725, 760, 770, 800, and 810 of the National Electrical Code, Current Edition, and National Fire Protection Association Standard 72, Current Edition. The scope of certification for alarm system contractors also includes the installation, repair, fabrication, erection, alteration, addition, or design of electrical wiring, fixtures, appliances, thermostats, apparatus, raceways, and conduit, or any part thereof not to exceed 98 volts (RMS), when those items are for the purpose of transmitting data or proprietary video (satellite systems that are not part of a community antenna television or radio distribution system) or providing central vacuum capability or electric locks; however, this provision governing the scope of certification does not create any mandatory licensure requirement.

State Category 489.105 and 399.01

“Alarm system contractor I” means an alarm system contractor whose business includes all types of alarm systems for all purposes.

Experience Requirements: 4 years of practical experience in the category.

State Category 489.105 and 399.01

“Alarm system contractor II” means an alarm system contractor whose business includes all types of alarm systems other than fire, for all purposes, except as herein provided.

Experience Requirements: 4 years of practical experience in the category.

State Category 489.105 and 399.01

“Class A air-conditioning contractor” unlimited in the execution of contracts requiring the experience, knowledge, and skill to install, maintain, repair, fabricate, alter, extend, or design, if not prohibited by law, central air-conditioning, refrigeration, heating, and ventilating systems, including duct work in connection with a complete system if such duct work is performed by the contractor as necessary to complete an air-distribution system, boiler and unfired pressure vessel systems, and all appurtenances, apparatus, or equipment used in connection therewith, and any duct cleaning and equipment sanitizing that requires at least a partial disassembling of the system; to install, maintain, repair, fabricate, alter, extend, or design, if not prohibited by law, piping, insulation of pipes, vessels and ducts, pressure and process piping, and pneumatic control piping; to replace, disconnect, or reconnect power wiring on the line or load side of the dedicated existing electrical disconnect switch on single phase electrical systems; to repair or replace power wiring, disconnects, breakers, or fuses for dedicated HVAC circuits with proper use of a circuit breaker lock; to install, disconnect, and reconnect low voltage heating, ventilating, and air-conditioning control wiring; and to install a condensate drain from an air-conditioning unit to an existing safe waste or other approved disposal other than a direct connection to a sanitary system. Includes any excavation work incidental thereto, but does not include any work such as liquefied petroleum or natural gas fuel lines within buildings, except for disconnecting or reconnecting changeouts of liquefied petroleum or natural gas appliances within buildings; potable water lines or connections thereto; sanitary sewer lines; swimming pool piping and filters; or electrical power wiring. May test and evaluate central air-conditioning, refrigeration, heating, and ventilating systems, including duct work; however, a mandatory licensing requirement is not established for the performance of these specific services.

4 years of practical experience in the category.

State Category 489.105 and 399.01

“Class B air-conditioning contractor” limited to 25 tons of cooling and 500,000 Btu of heating in any one system in the execution of contracts requiring the experience, knowledge, and skill to install, maintain, repair, fabricate, alter, extend, or design, if not prohibited by law, central air-conditioning, refrigeration, heating, and ventilating systems, including duct work in connection with a complete system only to the extent such duct work is performed by the contractor as necessary to complete an air-distribution system being installed under this classification, and any duct cleaning and equipment sanitizing that requires at least a partial disassembling of the system; to install, maintain, repair, fabricate, alter, extend, or design, if not prohibited by law, piping and insulation of pipes, vessels, and ducts; to replace, disconnect, or reconnect power wiring on the line or load side of the dedicated existing electrical disconnect switch on single phase electrical systems; to repair or replace power wiring, disconnects, breakers, or fuses for dedicated HVAC circuits with proper use of a circuit breaker lock; to install, disconnect, and reconnect low voltage heating, ventilating, and air-conditioning control wiring; and to install a condensate drain from an air-conditioning unit to an existing safe waste or other approved disposal other than a direct connection to a sanitary system. Includes any excavation work incidental thereto, but does not include any work such as liquefied petroleum or natural gas fuel lines within buildings, except for disconnecting or reconnecting changeouts of liquefied petroleum or natural gas appliances within buildings; potable water lines or connections thereto; sanitary sewer lines; swimming pool piping and filters; or electrical power wiring. May test and evaluate central air-conditioning, refrigeration, heating, and ventilating systems, including duct work; however, a mandatory licensing requirement is not established for the performance of these specific services.

4 years of practical experience in the category.

State Category 489.105 and 399.01

“Class C air-conditioning contractor” limited to the servicing of air-conditioning, heating, or refrigeration systems, including any duct cleaning and equipment sanitizing that requires at least a partial disassembling of the system, and whose certification or registration, issued pursuant to this part, was valid on October 1, 1988. Only a person who was registered or certified as a Class C air-conditioning contractor as of October 1, 1988, shall be so registered or certified after October 1, 1988. However, the board shall continue to license and regulate those Class C air-conditioning contractors who held Class C licenses before October 1, 1988.

State Category 489.105 and 399.01

“Electrical contractor” means a person who conducts business in the electrical trade field and who has the experience, knowledge, and skill to install, repair, alter, add to, or design, in compliance with law, electrical wiring, fixtures, appliances, apparatus, raceways, conduit, or any part thereof, which generates, transmits, transforms, or utilizes electrical energy in any form, including the electrical installations and systems within plants and substations, all in compliance with applicable plans, specifications, codes, laws, and regulations. The term means any person, firm, or corporation that engages in the business of electrical contracting under an express or implied contract; or that undertakes, offers to undertake, purports to have the capacity to undertake, or submits a bid to engage in the business of electrical contracting; or that does itself or by or through others engage in the business of electrical contracting.

Experience Requirements: 4 years of practical experience in the category.

State Category 489.105 and 399.01

“Mechanical contractor” unlimited in the execution of contracts requiring the experience, knowledge, and skill to install, maintain, repair, fabricate, alter, extend, or design, if not prohibited by law, central air-conditioning, refrigeration, heating, and ventilating systems, including duct work in connection with a complete system if such duct work is performed by the contractor as necessary to complete an air-distribution system, boiler and unfired pressure vessel systems, lift station equipment and piping, and all appurtenances, apparatus, or equipment used in connection therewith, and any duct cleaning and equipment sanitizing that requires at least a partial disassembling of the system; to install, maintain, repair, fabricate, alter, extend, or design, if not prohibited by law, piping,

insulation of pipes, vessels and ducts, pressure and process piping, pneumatic control piping, gasoline tanks and pump installations and piping for same, standpipes, air piping, vacuum line piping, oxygen lines, nitrous oxide piping, ink and chemical lines, fuel transmission lines, liquefied petroleum gas lines within buildings, and natural gas fuel lines within buildings; to replace, disconnect, or reconnect power wiring on the line or load side of the dedicated existing electrical disconnect switch on single phase electrical systems; to repair or replace power wiring, disconnects, breakers, or fuses for dedicated HVAC circuits with proper use of a circuit breaker lock; to install, disconnect, and reconnect low voltage heating, ventilating, and air-conditioning control wiring; and to install a condensate drain from an air-conditioning unit to an existing safe waste or other approved disposal other than a direct connection to a sanitary system. Includes any excavation work incidental thereto but does not include any work such as potable water lines or connections thereto, sanitary sewer lines, swimming pool piping and filters, or electrical power wiring.

4 years of practical experience in the category.

State Category 489.105 and 399.01

“Plumbing contractor” means a contractor whose services are unlimited in the plumbing trade and includes contracting business consisting of the execution of contracts requiring the experience, financial means, knowledge, and skill to install, maintain, repair, alter, extend, or, if not prohibited by law, design plumbing. A plumbing contractor may install, maintain, repair, alter, extend, or, if not prohibited by law, design the following without obtaining an additional local regulatory license, certificate, or registration: sanitary drainage or storm drainage facilities, water and sewer plants and substations, venting systems, public or private water supply systems, septic tanks, drainage and supply wells, swimming pool piping, irrigation systems, and solar heating water systems and all appurtenances, apparatus, or equipment used in connection therewith, including boilers and pressure process piping and including the installation of water, natural gas, liquefied petroleum gas and related venting, and storm and sanitary sewer lines. The scope of work of the plumbing contractor also includes the design, if not prohibited by law, and installation, maintenance, repair, alteration, or extension of air-piping, vacuum line piping, oxygen line piping, nitrous oxide piping, and all related medical gas systems; fire line standpipes and fire sprinklers if authorized by law; ink and chemical lines; fuel oil and gasoline piping and tank and pump installation, except bulk storage plants; and pneumatic control piping systems, all in a manner that complies with all plans, specifications, codes, laws, and regulations applicable. The scope of work of the plumbing contractor applies to

private property and public property, including any excavation work incidental thereto, and includes the work of the specialty plumbing contractor. Such contractor shall subcontract, with a qualified contractor in the field concerned, all other work incidental to the work but which is specified as being the work of a trade other than that of a plumbing contractor. This definition does not limit the scope of work of any specialty contractor certified pursuant to s. 489.113(6) and does not require certification or registration under this part as a category I liquefied petroleum gas dealer, or category V LP gas installer, as defined in s. 527.01, who is licensed under chapter 527 or an authorized employee of a public natural gas utility or of a private natural gas utility regulated by the Public Service Commission when disconnecting and reconnecting water lines in the servicing or replacement of an existing water heater. A plumbing contractor may perform drain cleaning and clearing and install or repair rainwater catchment systems; however, a mandatory licensing requirement is not established for the performance of these specific services.

4 years of practical experience in the category.

State Category 489.105 and 399.01

“Sheet metal contractor” unlimited in the sheet metal trade and who has the experience, knowledge, and skill necessary for the manufacture, fabrication, assembling, handling, erection, installation, dismantling, conditioning, adjustment, insulation, alteration, repair, servicing, or design, if not prohibited by law, of ferrous or nonferrous metal work of U.S. No. 10 gauge or its equivalent or lighter gauge and of other materials, including, but not limited to, fiberglass, used in lieu thereof and of air-handling systems, including the setting of air-handling equipment and reinforcement of same, the balancing of air-handling systems, and any duct cleaning and equipment sanitizing that requires at least a partial disassembling of the system.

Experience Requirements: 4 years of practical experience in the category.

Division I (Voluntary)

State Category 489.105 and 399.01

"Marine Bulkhead Work Specialty Contractor" install, alter, repair, maintain, relocate, and replace bulkheads and its supporting members; includes all construction below, above or beyond, the mean low water line, for the sole purpose of constructing, erecting, or dismantling of bulkheads.

Experience Requirements: 4 years' practical experience in the category.

State Category 489.105 and 399.01

"Marine Pile Driving Specialty Contractor" drive concrete, wood, or steel piles in a marine environment to provide the foundations for fixed docks, floating docks, boathouses, mooring devices, mooring fields, seawalls, bulkheads, piers, wharfs, boatlifts, boat ramps, revetments, cofferdams, wave attenuators, dune crossovers and other marine structures.

Experience Requirements: 4 years' practical experience in the category.

State Category 489.105 and 399.01

"Marine Seawall Work Specialty Contractor" install, alter, repair, maintain, relocate, and replace supporting members of piers and docks, e.g., piles or pilings, columns, posts, stanchions; includes all construction below, above, or beyond, the mean low water line, for the sole purpose of constructing, erecting or dismantling of piers, docks and seawalls.

Experience Requirements: 4 years' practical experience in the category.

State Category 489.105 and 399.01

"Marine Specialty Contractor" any work involving the construction, repair, alteration, extension and excavation for fixed docks, floating docks, boathouses, mooring devices, mooring fields, seawalls, bulkheads, piers, wharfs, boatlifts, boat ramps, revetments, cofferdams, wave attenuators, dune crossovers and other marine structures and activities, including pile driving, framing, concrete, masonry, dredge and fill, and wood shingle, wood shakes, or asphalt or fiberglass shingle roofing on a new structure of his or her own construction.

Experience Requirements: 4 years' practical experience in the category.

State Category 489.105 and 399.01

"Structural Aluminum Screen Contractor" any work involving aluminum screened porches, screened enclosures, pool enclosures, pre-formed panel-post and beam roofs, mobile home panel roof-overs, residential glass and window door enclosures, vinyl panel window enclosures and single-story self-contained aluminum utility storage structures not exceeding seven hundred twenty (720) square feet; includes woodwork incidental to the aluminum and allied materials construction work. Limited to the construction of wood framing for walls of uninhabitable utility storage structures, raised wood decks for enclosures, and the rescreening, repair and/or replacement of wood incidental to the installation of glass windows and doors, installation of siding, soffit, fascia, gutters, and preformed panel-post and beam roofs, and screen enclosures. Includes masonry concrete work and is limited to foundations, slabs and block knee walls incidental to the aluminum and allied materials construction work. Shall not perform any work that alters the structural integrity of the building including but not limited to roof trusses, lintels, load bearing walls and foundations. Shall subcontract, with a licensed qualified contractor in the field concerned, all work incidental to that which is defined herein but which is the work of a trade other than that of an aluminum contractor. Includes and is limited to the execution of contracts requiring the experience, financial means, knowledge and skill necessary for the fabrication, assembling, handling, erection, installation, dismantling, adjustment, alteration, repair, servicing and design work when not prohibited by law, in accordance with accepted engineering data and/or according to manufacturer's specification in the aluminum metal, vinyl and fiberglass screening and allied construction materials.

Experience Requirements: 4 years' practical experience in the category.

State Category 489.105 and 399.01

"Structural Masonry Specialty Contractor" form, place, finish, install, repair, maintain, and replace any concrete or masonry products including: batching and mixing of aggregates, cement, and water to specifications, laying of block, brick, and other masonry units, the construction of forms and framework for the casting and shaping of concrete, the placing and erection of reinforcing steel and the pouring, placement, injecting and finishing of concrete; includes all types of foundations, slabs, footers, curbs, walls, columns, beams and other structures, and terrazzo and other finishes.

Experience Requirements: 4 years' practical experience in the category.

State Category 489.105 and 399.01

"Structural Pre-stressed, Precast Concrete Work Specialty Contractor" erect structural precast concrete units such as decks, beams, girders, walls, columns and stairs that are or may be used as structural members for buildings and structures, including welding and rigging in connection therewith and to erect precast concrete units for guard rails and decorative panels above the ground floor, including such minor field fabrication as may be necessary.

Experience Requirements: 4 years' practical experience in the class.

State Category 489.105 and 399.01

"Structural Steel Work Specialty Contractor" install, repair, maintain, and replace steel framework, columns, sheathing, beams, and fabrication of metal buildings.

Experience Requirements: 4 years' practical experience in the category.

State Category 489.105 and 399.01

"Window and Door Installation Specialty Contractor" install, replace, adjust, repair, and service, when not prohibited by law, in accordance with accepted engineering data and or according to manufacturers' specification of exterior windows and doors, hurricane protection devices, shutters, and hardware in connection therewith which do not affect structural changes, except the replacement of window bucks in retrofit.

Experience Requirements: 4 years' practical experience in the category.

State Category 489.105 and 399.01

"Marine Dock Work Specialty Contractor" install, repair, maintain, or alter docks, piers, and decks of marine nature, and may perform pile driving as well as other operations necessary for the safe construction of these structures.

Experience Requirements: 4 years practical experience in the category.

Division II (Voluntary)

State Category 61G4-15.001 & 61G6-7.001

“Gas Line Specialty contractor” installation, modification, alteration, testing, repair and maintenance of natural gas transmission systems and natural gas distribution systems with all appurtenances within rights-of-way, easements, or terminating at meter.

Experience Requirements: 4 years of practical experience in the category.

State Category 61G4-15.001 & 61G6-7.001

"Irrigation Specialty Contractor" execution of contracts requiring the experience, financial means, knowledge, and skill to install, maintain, repair, alter, extend, manage, monitor, audit, or, if not prohibited by law, design irrigation systems. May install, maintain, repair, alter, extend, manage, monitor, audit, or, if not prohibited by law, design irrigation systems, including any excavation work incidental thereto. Includes all: piping; fittings; sprinklers; drip irrigation products; valves; irrigation controllers; control wiring; rain sensors; water pumps, water conservation devices; water harvesting systems; irrigation main lines downstream of a utility potable water meter or utility alternative water supply distribution line and dedicated backflow prevention device; and associated components installed for the delivery and application of water for the purpose of irrigation. Irrigation systems used for agricultural purposes shall not be included within the scope of this rule. Precluded from conducting work on water wells or pumps per Florida Plumbing Code and Section 373.323(10), Florida Statutes.

Experience Requirements: 4 years of practical experience in the category.

State Category 61G4-15.001 & 61G6-7.001

"Lighting Maintenance Specialty Electrical Contractor" installation, repair, alteration, or replacement of lighting fixtures in or on buildings, signs, billboards, roadways, streets, parking lots and other similar structures. However, the scope of the certification does not include the provision of, or work beyond, the last electrical supplying source, outlet, or disconnecting means.

Experience Requirements: 4 years of practical experience in the category.

State Category 61G4-15.001 & 61G6-7.001

"Limited Energy Systems Specialty" Installation, repair, fabrication, erection, alteration, addition to, or design of electrical wiring, fixtures, appliances, thermostats, apparatus, raceways, conduit, and fiber optics (transmission of light over stranded glass) or any part thereof not to exceed 98 volts, (RMS). Does not include installation, repair, fabrication, erection, alteration, addition to, or design of electrical wiring, fixtures, appliances, thermostats, apparatus, raceways, conduit, that are part of an alarm system.

(a) Limited to electrical circuits and equipment as set forth in Section 489.505(7), F.S.

(b) Shall not include work performed by public utilities exempt under the terms of Section 489.503(4), F.S., or exempt due to the regulatory jurisdiction of the Florida Public Service Commission.

(c) May also be performed by the following certified and registered license categories: Unlimited Electrical Contractor, Alarm System Contractor I, Alarm System Contractor II, and Residential Electrical Contractor.

Experience Requirements: 4 years of practical experience in the category.

State Category 61G4-15.001 & 61G6-7.001

"Utility Line Electrical Contractor" Includes all types of transmission electrical circuits, distribution electrical circuits, and substation construction done for investor-owned electrical utilities, city municipal electrical utilities, and cooperatives under the rural electric authority between point of origin and point of delivery.

Experience Requirements: 4 years of practical experience in the category.

State Category 61G4-15.001 & 61G6-7.001

"Residential Electrical Contractor" Installation, repair, alteration, addition to, replacement of or design of electrical wiring, fixtures, appliances, apparatus, raceways, conduit, or any part thereof, in a 1, 2, 3, or 4 family residence not exceeding 2 stories in height, and accessory use structures in connection with the residence. The electrical service installed or worked upon is limited to single phase, 400 ampere single service.

Experience Requirements: 4 years of practical experience in the category.

State Category 61G4-15.001 & 61G6-7.001

"Lighting Maintenance Specialty Electrical Contractor" installation, repair, alteration, or replacement of lighting fixtures in or on buildings, signs, billboards, roadways, streets, parking lots and other similar structures. However, the scope of the certification does not include the provision of, or work beyond, the last electrical supplying source, outlet, or disconnecting means.

Experience Requirements: 4 years of practical experience in the category.

Providers of Broward County Required Courses for Contractors

1st Contractors School

954-981-1181

[1st Contractors School, Corp.](#)

786-346-1521

[1 Exam Prep](#)

954-210-3030

[Boss Construction School, Inc.](#)

305-868-5717

[Building Trades Education Services](#)

1-800-832-2496

[Construction Estimating Institute](#)

1-800-423-7058

[Contractor Online Training, LLC](#)

954-418-2750

[Contractors Continuing Education, Inc.](#)

954-971-5380

Contractors Education and Training Corporation of Florida

786-243-1060

Contractors School, Inc.

1-800-226-9626

[Florida Contractors Exam Prep School](#)

305-446-3442

[Gainesville Independent Testing Service, LLC](#)

1-800-997-2129 and 352-369-4487

[Gold Coast School of Construction, Inc.](#)

1-800-732-9140

[Red Vector](#)

1-866-546-1212

[RocketCert LLC](#)

1-800-495-6612

[Titan Continuing Education, Inc.](#)

800-960-8858

Training License Center

786-518-2170

Broward County Building Code Division reciprocates with all counties within the state of Florida. The decision to reciprocate is determined by the Contractor's licensing trade Board.

An individual who has been issued a Certificate of Competency by any county within the state of Florida must provide the following:

- category, class, and level of certification for which he or she is certified;
- meet the standards set established by [Section 9-7](#) of Broward County Code of Ordinance, if the individual proposes to qualify for a business organization, contract, or subcontract in the category or class for which the individual is seeking certification;
- achieve an examination grade meeting or exceeding the minimum examination grade established by the Broward County Code of Ordinance, Chapter 9, or the Board in the county upon whose prior certification the individual is basing the request for certification pursuant to [Section 9-12](#) of the Broward County Code of Ordinance.
- A letter from the reciprocating county must be sent to us in a sealed envelope and received at 2307 West Broward Boulevard, Suite 300, Fort Lauderdale FL 33312 prior to the Board meeting date stating the following:
 - when you took the examination
 - what your score was (for both the business and the trade exams)
 - the name of the testing agency
 - what county the exam was prepared and proctored for

Please call 954-765-4400 x9876 or email BCSDL@broward.org to inquire about reciprocity.



Public Works and Environmental Services Dept.

BUILDING CODE DIVISION | CONTRACTOR LICENSING

2307 West Broward Boulevard, Suite 300 • Fort Lauderdale, Florida 33312 • 954-765-4400 • broward.org/building/contractors

General Contractor

Certificate of Competency Application Information and Instructions

You must submit your application package in the following order:

1. Fully completed application.
2. Affidavits
3. Personal references
4. Credit references if applicable
5. Credit report for Individual & Company if applicable
6. Corporate documents
7. Financial Statements
8. Copy of Driver's License
9. Passport size picture

Experience

To apply, you must have the following practical construction experience:

- General Contractor..... **4 years**
- Building Contractor..... **4 years**
- Residential Contractor..... **4 years**

General Contractor

Unlimited as to the type of work which he or she may do, who may contract for any activity requiring licensure under this part, and who may perform any work requiring licensure under this part, except as otherwise expressly provided in s. 489.113.

Building Contractor

Limited to construction of commercial buildings and single or multiple dwelling residential buildings, which do not exceed three stories in height and accessory use structures in connection therewith; or a contractor 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.

Residential Contractor

Limited to construction, remodeling, repair or improvement of one-family, two-family, or three family residences not exceeding two habitable stories above no more than one uninhabitable story and accessory use structures in connection therewith.

Appearing Before the Board

The Board has set a high threshold for approval when considering an application for a General Contractor's Certificate of Competency. When submitting your application, you must appear before the Board so you may answer any questions about your application. This will help expedite your

application. The Board highly recommends that, if possible, you ask a county or state certified General Contractor to accompany you to the meeting 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 to verify information provided. Affidavits must be submitted to substantiate the required experience. Affidavits must be completed by your present or former licensed contractor employer.

Types of affidavits accepted:

- One notarized affidavit from a State of Florida or Broward County licensed contractor of equal or higher category of license than the one for which you are applying for: or
- One notarized letter from a licensed architect or engineer verifying required experience for the specific type of work performed: or
- Three notarized affidavits from out-of-state licensed contractors, with license numbers included, verifying the required experience for the specific type of work performed.

References

Please provide at least three credit references as follows:

- At least one from a local financial institution stating your accounts are in good standing.
- Two letters from supply houses or other similar business entities you have done business with.

All letters of reference should be **notarized**, include a contact number and, if applicable, a certificate of competency number. Providing more than the minimum number of required letters of reference will only **enhance** your application. The Board may or may not consider, at its discretion, letters of reference from homeowners you have performed work for.

Personal Credit Report

The Board highly recommends that you pull your credit report just prior to submitting your application. This will ensure the Board is presented with the most current information pertaining to your credit history. However, reports dated within 6 months or less may be used. **Your full personal credit report must include your credit score.** If the credit score is less than **550**, you will have to appear before the Board to explain any area(s) of concern. Please choose from one of the three credit bureaus: Transunion, Equifax, or Experian.

Business Credit Report

If you already have an active corporation, you should also provide a credit report for your business – also including the credit score.

Personal Financial Statement

If you have a personal financial statement, please include it with your application. If you do not, please include copies of your two most recent bank statements.

Corporate Financial Statement

If you already have an active corporation, please provide a comprehensive financial statement – notarized by your accountant. The financial statement should not be over 180 days old. If over 90 days old, it needs to be accompanied by a notarized affidavit stating that no material change has occurred since its preparation and that it substantially represents your current financial condition and the business organization. Alternatively, the last two months of bank statements may also be provided.

Project List

The Board highly recommends inclusion of a project list for those applying for a Class “A”, Class “B”, and Class “C” contractor license. The project list should include 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 and must be properly registered with the Florida 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, listing the corporate officers
- 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.

Certificates of Insurance

After you have passed your exam, you will be required to submit certificates of insurance. Reciprocity applicants will be required to submit insurance at the time of application. The minimum liability insurance amounts are:

- Bodily Injury**\$300,000**
- Property Damage***\$50,000**

**for any one accident, including damage to rights-of-way and/or shrubbery.*

Worker's Compensation Insurance

In addition to the certificates of insurance previously listed, you will need to submit proof of worker's compensation insurance **or** a waiver stating exemption from Florida's Worker's Compensation law.

Each certificate must list as a certificate holder:



*Broward County Building Code Division
2307 West Broward Boulevard, Suite 300
Fort Lauderdale, Florida 33312*

All Certificates must provide at least 30 days advance notice of cancellation.

Photographs

You must include two passport photos of yourself taken within the last three months and a clear copy of a valid driver's license or other government issued ID.

Processing Fee

- \$450

Please make checks payable to ***Broward County Board of County Commissioners***

All fees are non-refundable.

Testing

Once approved, your contact information will be sent to Gainesville Independent Testing Service, LLC (GITS) or PROV, Inc. They will contact you to schedule your exams.

Applicants are required to pass a Trade and Business Exam with a minimum passing score of 70%

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.



Public Works and Environmental Services Dept.

BUILDING CODE DIVISION | CONTRACTOR LICENSING

2307 West Broward Boulevard, Suite 300 • Fort Lauderdale, Florida 33312 • 954-765-4400 • broward.org/building/contractors

ATTACH
TWO
1½" x 1½"
PHOTOS
HERE

**General Contractor
Application for Certificate of Competency**

☐ New License ☐ License by Reciprocity

Contractor Classification:

☐ General Contractor ☐ Building Contractor ☐ Residential Contractor



Notice of Collection of Social Security Numbers for Government Purposes

Under the Federal Privacy Act, disclosure of social security numbers is voluntary 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 licenses 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).

Personal Information

Last Name		First Name		Middle Initial	Suffix
Home Address		City		State	Zip
Home Phone		Mobile Phone			
Email					
Place of Birth		Date of Birth		Social Security Number	
Height	Weight	Hair Color		Eye Color	

Business Organization Information

I am qualifying as a:		☐ Sole Proprietor		☐ Partnership		☐ Corporation	
Business Name							
Business Address		City		State	Zip		
Business Phone		Business Mobile Phone		Business FAX			
Email							

Have you ever:**Yes 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, trade, **or for any crime**. Please provide official disposition documents from the court of law for any adjudication, conviction, withheld adjudication or nolo contendere.

Date	Location	Charges	Disposition

Yes No

- ☐ ☐ 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.

Employment History

List your record of employment, **beginning with your most recent employer**, to demonstrate your practical and required experience in the construction field. Include all businesses that you have owned, operated, managed or you have had an active part in. Please explain any gaps in employment on a separate sheet. If your employment history exceeds the space provided, please provide on an additional sheet and attach to this application.

Employer 1

Date Hired		End Date	
Business Name			
Business Address		City	State Zip
Business Phone		Business Mobile Phone	
Business Email			
Last Position Held			
Reason for Leaving			
Specify Type of Work			

Employer 2

Date Hired		End Date	
Business Name			
Business Address		City	State Zip
Business Phone		Business Mobile Phone	
Business Email			
Last Position Held			
Reason for Leaving.			
Specify Type of Work			

College

Zip

Trade School

Zip

High School

Zip

Certificates of Competency

By Exam

☐ No*☐ No

Date _____

8

Affidavit of Experience

Provided by: ☐ Employer ☐ Self Employed ☐ Employer No Longer in Business

This is to certify that:

Is/was employed by

Business Address

City

State

Zip

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 a current Certificate of Competency.

Card Number	Issued By
Type of Contractor	Contact Phone Number

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.

Signature

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 take an oath.

(Seal)

Notary Public in and for the State of Florida



Public Works and Environmental Services Dept.

BUILDING CODE DIVISION | CONTRACTOR LICENSING

2307 West Broward Boulevard, Suite 300 • Fort Lauderdale, Florida 33312 • 954-765-4400 •

broward.org/building

**Specialty Building Contractor
Certificate of Competency Application Information and Instructions**

You must submit your application package in the following order:

1. Fully completed application
2. Affidavits
3. Personal references
4. Credit references if applicable
5. Credit report for Individual & Company if applicable
6. Corporate documents
7. Financial Statements
8. Copy of Driver's License
9. Passport size picture

Experience

You must have **4** years of practical construction experience:

Building Demolition	Solar Contractor
Certified Elevator Technician	Structural Aluminum/ Screen Enclosure
Commercial Pool/Spa Contractor	Structural Carpentry
Fence	Structural Masonry
Garage Door Installation	Structural Pre-Stressed/Precast Concrete
Glass and Glazing	Structural Steel Work
Gypsum Drywall	Swimming Pool/Spa Servicing Contractor
Industrial Facility	Tower Specialty
Marine Bulkhead	Underground Utility/Excavation
Marine Dock	Window & Door
Marine Pile Driving	
Marine Seawall	
Marine Specialty	
Plaster and Lath	
Residential Pool/Spa Contractor	
Residential Swimming Pool/Spa Contractor	
Roofing Contractor	

Pool and Spa

Swimming pool/spa contractors and swimming pool and spa service contractors must have a Certified Pool Operator® certification from the National Swimming Pool Foundation®.

Appearing Before the Board

The Board highly recommends that if you have any concerns about your application – such as a low credit score, inability to supply references, lack of relevant work experience, etc. – you should request to appear before the Board when submitting your application. This will help reduce delays and expedite your application.

Affidavits

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

Types of affidavits accepted:

- One notarized affidavit from a State of Florida or Broward County licensed contractor of equal or higher category of license than the one for which you are applying for: or
- One notarized letter from a licensed architect or engineer verifying required experience for the specific type of work performed: or
- Three notarized affidavits from out-of-state licensed contractors, with license numbers included, verifying the required experience for the specific type of work performed.

References

Please provide at least three credit references as follows:

- At least one from a local financial institution stating your personal accounts are in good standing or provide 2 months of bank statements.
- Two letters from supply houses or other similar business entities you have done business with.

All letters of reference should be **notarized**, including a contact number and, if applicable, a certificate of competency number. Providing more than the minimum number of required letters of reference will only **enhance** your application. The Board may or may not consider, at its discretion, letters of reference from homeowners you have done work for.

Personal Credit Report

The Board highly recommends that you pull your credit report just prior to submitting your application. This will ensure the Board is presented with the most current information pertaining to your credit history. However, reports dated within 6 months or less may be used. **Your personal credit report must include your credit score.** If the credit score is less than **550**, you will have to appear before the Board to explain any area(s) of concern. Please choose from one of the three credit bureaus: Transunion, Equifax, or Experian.

Business Credit Report

If you already have an active corporation for more than 2 years, you will need to provide a credit report for your business – also including the credit score.

Personal Financial Statement

If you have a personal financial statement, please include it with your application. If you do not, please include two months of your most recent bank statements.

Corporate Financial Statement

If you already have an active corporation, please provide a comprehensive financial statement notarized by your accountant. The financial statement should not be over 180 days old. If over 90 days old, it needs to be accompanied by a notarized affidavit stating that no material change has occurred since its preparation and that it substantially represents your current financial condition and the business organization. Alternatively, the last two months of bank statements may also be provided.

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 and must be properly registered with the Florida 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, listing the corporate officers
- 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.

Certificates of Insurance

After you have passed your exam, you will be required to submit certificates of insurance.

Reciprocity applicants will be required to submit insurance at the time of application. The minimum liability insurance amounts are:

- Bodily Injury \$300,000
- Property Damage* \$50,000

*for any one accident, including damage to rights-of-way and/or shrubbery

Worker's Compensation Insurance

In addition to the certificates of insurance listed above, you will need to submit proof of worker's compensation insurance **or** a waiver stating exemption from Florida's Workers Compensation law.

Each certificate must list us as the certificate holder:



*Broward County Building Code Division
2307 West Broward Boulevard, Suite 300
Fort Lauderdale, Florida 33312*

All Certificates must provide at least 30 days' advance notice of cancellation

Photographs

You must include passport photos of yourself taken within the last three months and a clear copy of a valid driver's license or other government issued ID.

Processing Fee

- **\$450**

Please make checks payable to ***Broward County Board of County Commissioners***

All fees are non-refundable

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

Once approved, your contact information will be sent to **Gainesville Independent Testing Service, LLC (GITS) or PROV, Inc. They will contact you to schedule your exams.**

Applicants are required to pass a **Trade** and **Business Exam** with a minimum passing score of 70%

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.



Public Works and Environmental Services Department

BUILDING CODE DIVISION | CONTRACTOR LICENSING

2307 West Broward Boulevard, Suite 300 • Fort Lauderdale, Florida 33312 • 954-765-4400 • broward.org/building

ATTACH
TWO
1½" x 1½"
PHOTOS
HERE

**Specialty Building Contractor
Application for Certificate of Competency**

☐ New License ☐ License by Reciprocity

Contractor Classification(s)

- | | |
|---|---|
| ☐ Building Demolition | ☐ Solar Contractor |
| ☐ Certified Elevator Technician | ☐ Structural Aluminum/ Screen Enclosure. |
| ☐ Commercial Pool/Spa Contractor | ☐ Structural Carpentry |
| ☐ Fence | ☐ Structural Masonry |
| ☐ Garage Door Installation | ☐ Structural Pre-Stressed/Precast Concrete |
| ☐ Glass and Glazing | ☐ Structural Steel Work |
| ☐ Gypsum Drywall | ☐ Swimming Pool Spa/Service Contractor |
| ☐ Industrial Facility | ☐ Tower Specialty |
| ☐ Marine Bulkhead | ☐ Underground Utility/Excavation |
| ☐ Marine Dock | ☐ Window & Door |
| ☐ Marine Pile Driving | |
| ☐ Marine Seawall | |
| ☐ Marine Specialty | |
| ☐ Plaster and Lath | |
| ☐ Residential Pool/Spa Contractor | |
| ☐ Residential Swimming Pool/Spa Contractor | |
| ☐ Roofing Contractor | |



Notice of Collection of Social Security Numbers for Government Purposes

Under the Federal Privacy Act, disclosure of social security numbers is voluntary 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 licenses 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).

Personal Information					
Last Name		First Name		Middle Initial	Suffix
Home Address		City		State	Zip
Home Phone		Mobile Phone			
Email					
Place of Birth		Date of Birth		Social Security Number	
Height	Weight	Hair Color		Eye Color	
Business Organization Information					
I am qualifying as a: ☐ Sole Proprietor ☐ Partnership ☐ Corporation					
Business Name					
Business Address		City		State	Zip
Business Phone	Business Mobile Phone		Business FAX		
Email					
Have you ever:					
Yes	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, trade, or for any crime . Please provide official disposition documents from the court of law for any adjudication, conviction, withheld adjudication or nolo contendere.			
Date	Location	Charges	Disposition		

Yes	No	
☐	☐	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

Continue to next page

Employment History

List your record of employment, **beginning with your most recent employer**, to demonstrate your practical and required experience in the construction field. Include any and all businesses that you have owned, operated, managed or you have had an active part in. Please explain any gaps in employment on a separate sheet. If your employment history exceeds the space provided, please provide on an additional sheet and attach to this application.

Employer 1

Date Hired	End Date		
Business Name			
Business Address	City	State	Zip
Business Phone	Business Mobile Phone		
Business Email			
Last Position Held			
Reason for Leaving			
Specify Type of Work			

Employer 2

Date Hired	End Date		
Business Name			
Business Address	City	State	Zip
Business Phone	Business Mobile Phone		
Business Email			
Last Position Held			
Reason for Leaving			
Specify Type of Work			

Education History					
College					
Name					
Address			City		State Zip
Degree					
Trade School					
Name					
Address			City		State Zip
Degree/Certification					
High School					
Name					
Address			City		State Zip
Degree					
Certificates of Competency					
Certificate Type	Certificate Number	Date Issued	Date Expires	Place Issued	By Exam
					☐ Yes ☐ No*
					☐ Yes ☐ No*
					☐ Yes ☐ No*
*If not issued by exam, please explain:					

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 Building Code may deny this application based on my history, failure to disclose information, and/or information that is false or misleading.

Signature

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 take an oath.

(Seal)

Notary Public in and for the State of Florida

Affidavit of Experience			
Provided by: ☐ Employer ☐ Self Employed ☐ Employer No Longer in Business			
This is to certify that:			
Is/was employed by			
Business Address		City	State Zip
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 a current Certificate of Competency

Card Number	Issued By
Type of Contractor	Contact Phone Number

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.

Signature

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 take an oath.

(Seal)

Notary Public in and for the State of Florida



Public Works and Environmental Services Dept.

BUILDING CODE DIVISION | CONTRACTOR LICENSING

2307 West Broward Boulevard, Suite 300 • Fort Lauderdale, Florida 33312 • 954-765-4400 • broward.org/building/contractors

Journeyman

Certificate of Competency Application Information and Instructions

Experience

To apply for a Journeyman license, you must have experience in the electrical, mechanical or plumbing trade as outlined below:

- **Specialty Electrical Journeyman:** must have at least three years of practical experience in the fire alarm industry, limited energy systems industry (f/k/a low voltage), solar photovoltaic industry and electrical sign in addition to all State of Florida requirements.
- **Electrical Journeyman:** must have at least four years practical electrical maintenance experience.
- **Mechanical Journeyman:** must have at least three years of experience in the mechanical field (includes mechanical, insulation or sheet metal).
- **Plumbing Journeyman:** must have at least four years of practical plumbing experience in the plumbing field.

Proof of Experience

You must submit a notarized affidavit to substantiate the required experience by your present or former licensed employer. **If you are employed by Broward or Miami-Dade County School Board, you must submit a signed and notarized affidavit, on official letterhead, from a licensed contractor that you worked under for the time you have been employed there.** The affidavit must include a statement indicating that the licensed person is an employee of the School Board.

Reciprocity applicants must also submit a notarized affidavit. In addition, some boards may require you to appear before them.

All letters and affidavits must be notarized

- **Electrical Journeyman:** must include copies of your last 4 years of W-2 forms.
- **Specialty Electrical Journeyman:** must include copies of your last 3 years of W-2 forms.
- **Mechanical Journeyman:** must include copies of your last 3 years of W-2 forms.
- **Plumbing Journeyman:** must include copies or your last 4 years W-2 forms.

Photographs

You must include two **passport photos** of yourself taken within the last three months and a clear copy of a valid driver's license or other government issued ID.

Processing Fees

- Electrical **\$225**
- Mechanical **\$225**
- Plumbing **\$225**

Please make checks payable to: ***Broward County Board of County Commissioners***

All fees are Non-Refundable

Notification

After the Board reviews this application, you will be advised of their decision via letter. Should your application be denied by the Board, this fee will **not** be refunded. However, you may provide additional information requested by the Board and your file will be reconsidered for approval to take the exam at no further cost.

Testing

Once approved, your contact information will be sent to the testing agency. A minimum passing grade of 75% is required.

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.



Public Works and Environmental Services Dept.

BUILDING CODE DIVISION | CONTRACTOR LICENSING

2307 West Broward Boulevard, Suite 300 • Fort Lauderdale, Florida 33312 • 954-765-4400 • broward.org/building/contractors

ATTACH
TWO
1½" x 1½"
PHOTOS
HERE

**Journeyman
Application for Certificate of Competency**

☐ New License ☐ License by Reciprocity

Journeyman Classification:

- | | | |
|--|---|---|
| ☐ Electrical Journeyman | ☐ Electrical Sign Journeyman | ☐ Insulation Journeyman |
| ☐ Fire Alarm System Journeyman | ☐ Mechanical Journeyman | ☐ Sheet Metal Journeyman |
| ☐ Limited Energy Systems Journeyman | ☐ Plumbing Journeyman | |
| ☐ Solar Photovoltaic Systems Journeyman | | |



Notice of Collection of Social Security Numbers for Government Purposes

Under the Federal Privacy Act, disclosure of social security numbers is voluntary 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 licenses 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).

Personal Information

Last Name		First Name		Middle Initial	Suffix
Home Address		City		State	Zip
Home Phone		Mobile Phone			
Email					
Place of Birth		Date of Birth		Social Security Number	
Height	Weight	Hair Color		Eye Color	

Have you ever:**Yes 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, trade, **or for any crime**. Please provide official disposition documents from the court of law for any adjudication, conviction, withheld adjudication or nolo contendere.

Date**Location****Charges****Disposition**

Yes No☐☐

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

Employment History

List your record of employment, **beginning with your most recent employer**, to demonstrate your practical and required experience in the construction field. Include any and all businesses that you have owned, operated, managed or you have had an active part in. Please explain any gaps in employment on a separate sheet. If your employment history exceeds the space provided, please provide on an additional sheet and attach to this application.

Employer 1

Date Hired	End Date		
Business Name			
Business Address	City	State	Zip
Business Phone	Business Mobile Phone		
Business Email			
Last Position Held			
Reason for Leaving			
Specify Type of Work			

Employer 2

Date Hired	End Date		
Business Name			
Business Address	City	State	Zip
Business Phone	Business Mobile Phone		
Business Email			
Last Position Held			
Reason for Leaving			
Specify Type of Work			

Education History					
College					
Name					
Address		City	State	Zip	
Degree					
Trade School					
Name					
Address		City	State	Zip	
Degree/Certification					
High School					
Name					
Address		City	State	Zip	
Degree					
Certificates of Competency					
Certificate Type	Certificate Number	Date Issued	Date Expires	Place Issued	By Exam
					☐ Yes ☐ No*
					☐ Yes ☐ No*
					☐ Yes ☐ No*
*If not issued by exam, please explain:					

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 Building Code Division may deny this application based on my history, failure to disclose information, and/or information that is false or misleading.

Signature

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 take an oath.

(Seal)

Notary Public in and for the State of Florida

Affidavit of Experience			
Provided by: ☐ Employer ☐ Self Employed ☐ Employer No Longer in Business			
This is to certify that:			
Is/was employed by			
Business Address		City	State Zip
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 a current Certificate of Competency

Card Number	Issued By
Type of Contractor	Contact Phone Number

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.

Signature

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 take an oath.

(Seal)

Notary Public in and for the State of Florida



Public Works and Environmental Services Dept.

BUILDING CODE DIVISION | CONTRACTOR LICENSING

2307 West Broward Boulevard, Suite 300 • Fort Lauderdale, Florida 33312 • 954-765-4400 • broward.org/building/contractors

Mechanical ■ Electrical ■ Plumbing ■ Specialty Contractor

Certificate of Competency Application Information and Instructions

You must submit your application package in the following order:

- 1) Fully completed application, 2) Affidavits, 3) Credit references, 4) Credit report, 5) Corporate documents

**IN ORDER TO APPLY, YOU MUST HAVE THE
FOLLOWING PRACTICAL CONSTRUCTION EXPERIENCE:**

Electrical and Specialty Electrical

Electrical Contractor	4 years
Alarm System Contractor I	4 years
Alarm System Contractor II	4 years
Sign Specialty Electrical Contractor	4 years
Residential Electrical Contractor	4 years
Limited Energy Systems Specialty Contractor	4 years
Utility Line Electrical Contractor	4 years
Lighting Maintenance Specialty Contractor	4 years

***Plumbing and Specialty Plumbing
Contractors***

Plumbing Contractor	4 years
Irrigation Specialty Contractor	4 years
Gas Line Specialty Contractor	4 years

***Mechanical and Specialty Mechanical
Contractors***

Mechanical Contractor	4 years
Class A Air Conditioning	4 years
Sheet Metal	4 years
Central Vac System	4 years
Class B Air Conditioning*	4 years

* Limited to 25 tons

Proof of Experience

Submit the affidavit provided on page 9 or provide a letter (*on business letterhead*) from your employer, including:

- Dates you were employed
- Type of work you performed
- License number of the person signing the documents (*must be notarized*)
- W2 forms to substantiate each affidavit
 - ▶ If you are **self-employed**, you must include:
 - Copies of your incorporation papers
 - Copies of your occupational license(s)
 - Copies of any license(s) you may have had
 - Any other documents to support your status as self-employed
 - ▶ If you have **out-of-state** experience, you must include:
 - A notarized letter from a licensed architect or engineer from that state*
*does not apply to electrical and plumbing
 - ▶ If you are applying for **reciprocity**, you must include:
 - A letter of reciprocity from the county where you took your exam; the letter must arrive via the mail or be submitted with a seal. The scope of work must be equal to Broward County's requirements.

You may receive a "Notice to Appear" at an upcoming scheduled Board meeting.

All letters and affidavits must be notarized

Character Letters

Please provide the name and address of **at least one** local resident who can attest to your character and reputation.

Letter(s) must be notarized

Credit References

Please provide at least three credit references as follows:

- At least one from a local financial institution stating your personal accounts are in good standing.
- Two letters from supply houses or other similar business entities you have done business with.

All letters of reference should be notarized, include a contact number and, if applicable, a certificate of competency number. Providing more than the minimum number of required letters of reference will only enhance your application. The Board may or may not consider, at its discretion, letters of reference from homeowners you have performed work for.

Personal Credit Report

The Board highly recommends that you pull your credit report just prior to submitting your application. This will ensure the Board is presented with the most current information pertaining to your credit history. However, reports dated within 6 months or less may be used. **Your personal credit report must include your credit score.** If the credit score is less than **550**, you will have to appear before the Board to explain any area(s) of concern. Please choose from one of the three credit bureaus: Transunion, Equifax, or Experian.

Business Credit Report

If you are qualifying a corporation or partnership, a company credit report is also required.

Personal Financial Statement

If you have a personal financial statement, please include it with your application. If you do not, please include two months of your most recent bank statements.

Corporate Financial Statement

If you already have an active corporation, please provide a comprehensive financial statement, notarized by your accountant. The statement should be no more than 180 days old. If over 90 days old, it needs to be accompanied by a notarized affidavit stating that no material change has occurred since its preparation and that it substantially represents

your current financial condition and the business organization. Alternatively, the last two months of bank statements may also be provided.

Corporate Papers

If you are qualifying a corporation, you are required to provide:

- A copy of the front page of your articles of incorporation, listing the corporate officers
- 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.

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 and must be properly registered with the Florida Division of Corporations.

Certificates of Insurance

After you have passed your exam, you will be required to submit certificates of insurance. Reciprocity applicants will be required to submit insurance at the time of application. The minimum liability insurance amounts are:

- Bodily Injury.....**\$300,000**
- Property Damage*.....**\$50,000**

*for any one accident, including damage to rights-of-way and/or shrubbery

Worker's Compensation Insurance

In addition to the certificates of insurance listed above, you will need to submit proof of worker's compensation insurance **or** a waiver stating exemption from Florida's Workers Compensation law.

Each certificate must list as a certificate holder:



*Broward County Building Code Division
2307 West Broward Boulevard, Suite 300
Fort Lauderdale, Florida 33312*

All Certificates must provide at least 30 days advance notice of cancellation

Photographs

You must include two passport photos of yourself taken within the last three months and a clear copy of a valid driver's license or other government issued ID.

Processing Fees

- **\$450**

Please make checks payable to: Broward County Board of County Commissioners

All fees are non-refundable

Notification

After the Board reviews your application, you will be advised of their decision by letter.

Testing

Once approved, your contact information will be sent to Gainesville Independent Testing Service, LLC (GITS) or PROV, Inc. They will contact you to schedule your exams.

Applicants are required to pass with a minimum passing score of **75%** (*also applies to reciprocity applicants*)

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.



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ATTACH
TWO
1½" x 1½"
PHOTOS
HERE

Mechanical ▪ Electrical ▪ Plumbing ▪ Specialty Contractor

Application for Certificate of Competency

☐ New License ☐ License by Reciprocity

Contractor Classification

ELECTRICAL & SPECIALTY ELECTRICAL CONTRACTORS

- | | |
|---|--|
| ☐ Electrical Contractor | ☐ Residential Electrical Contractor |
| ☐ Alarm System Contractor I | ☐ Limited Energy Systems Specialty Contractor |
| ☐ Alarm System Contractor II | ☐ Sign Specialty Electrical Contractor |
| ☐ Utility Line Electrical Contractor | |

PLUMBING & SPECIALTY PLUMBING CONTRACTORS

- | | |
|--|--|
| ☐ Plumber Contractor | ☐ Irrigation Specialty Contractor |
| ☐ Gas Line Specialty Contractor | ☐ |

MECHANICAL & SPECIALTY MECHANICAL CONTRACTORS

- | | |
|---|--|
| ☐ Mechanical Contractor | ☐ Sheet Metal |
| ☐ Class A Air Conditioning | ☐ Class B Air Conditioning Limited to 25 Tons |
| ☐ Central Vac System | ☐ |



Notice of Collection of Social Security Numbers for Government Purposes

Under the Federal Privacy Act, disclosure of social security numbers is voluntary 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 licenses 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).

Personal Information

Last Name		First Name		Middle Initial	Suffix
Home Address		City		State	Zip
Home Phone		Mobile Phone			
Email					
Place of Birth		Date of Birth		Social Security Number	
Height	Weight	Hair Color		Eye Color	

Business Organization Information

I am qualifying as a:				☐ Sole Proprietor	☐ Partnership	☐ Corporation
Business Name						
Business Address			City	State	Zip	
Business Phone		Business Mobile Phone		Business FAX		
Email						

Have you ever:

Yes 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, trade, **or for any crime**. Please provide official disposition documents from the court of law for any adjudication, conviction, withheld adjudication or nolo contendere.

Date	Location	Charges	Disposition
------	----------	---------	-------------

Yes No

- ☐ ☐ 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?

Yes No

- | | | |
|--------------------------|--------------------------|--|
| ☐ | ☐ | 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

Employment History

List your record of employment, **beginning with your most recent employer**, to demonstrate your practical and required experience in the construction field. Include any and all businesses that you have owned, operated, managed or you have had an active part in. Please explain any gaps in employment on a separate sheet. If your employment history exceeds the space provided, please provide on an additional sheet and attach to this application.

Employer 1

Date Hired		End Date	
Business Name			
Business Address		City	State Zip
Business Phone		Business Mobile Phone	
Business Email			
Last Position Held			
Reason for Leaving			
Specify Type of Work			

Employer 2			
Date Hired		End Date	
Business Name			
Business Address		City	State Zip
Business Phone		Business Mobile Phone	
Business Email			
Last Position Held			
Reason for Leaving			
Specify Type of Work			
Education History			
College			
Name			
Address		City	State Zip
Degree			
Trade School			
Name			
Address		City	State Zip
Degree/Certification			

High School					
Name					
Address			City	State	Zip
Degree					
Certificates of Competency					
Certificate Type	Certificate Number	Date Issued	Date Expires	Place Issued	By Exam
					☐ Yes ☐ No*
					☐ Yes ☐ No*
					☐ Yes ☐ No*
*If not issued by exam, please explain:					

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 Building Code may deny this application based on my history, failure to disclose information, and/or information that is false or misleading.

Applicant's Signature

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 take an oath.

(Seal)

Notary Public in and for the State of Florida

Affidavit of Experience

Provided by: ☐ Employer ☐ Self Employed ☐ Employer No Longer in Business

This is to certify that:

Is/was employed by

Business Address

City

State

Zip

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 a current Certificate of Competency

Card Number

Issued By

Type of Contractor

Contact Phone Number

Contractor Name

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.

Contractor's Signature

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 take an oath.

Notary Public in and for the State of Florida

(Seal)