

PROCEDURES FOR OBTAINING A LEON COUNTY SPECIALTY CONTRACTORS LICENSE (Excavation, Siding, Windows & Doors, Garage Door Installation, Non-Electrical Signs, etc.)

1. Complete Leon County Specialty Contractor Application. **The application must be returned by 5:00 p.m. on the 15th of the month prior to the next Board Meeting.** The Board meets the first Thursday of each month. If you think that issues/questions may arise from the application or credit report, please be prepared to give explanation and to provide supporting documentation.
2. Your application will be submitted to the Leon County Contractors' Licensing and Examination Board. This Board is appointed by the County Commission and is composed of local contractors and citizens. They will review your application and experience to determine if you are qualified to take the examination. The meeting begins at 4:30 p.m. and is held at the Renaissance Building, 435 North Macomb Street, 2nd Floor, Conference Room. You are not required to attend the Board meeting, however, **it is in your best interest to be available to the Board for answering questions** that may arise concerning your work experience and licensing history.
3. Study well for the exam. Only about two out of five persons pass.
4. Contractor exams are given by Thomson Prometric. Excavation Contractor Examinations are given in our office and can be scheduled after Board approval.
5. The application fees are non-refundable. The testing fee charged by Thomson Prometric is in addition to the application fee and the amount will be included in your Exam Application Package.
6. If you fail a Thomson Prometric Examination, you can get a written review of your exam, which will tell you the number of questions you missed in a certain section. The correct answers will not be provided. The review must be coordinated through Thomson Prometric.
6. Exam grades take about three weeks to be reported. Excavation exam scores can be given upon completion of testing.
8. When the Leon County Contractors' Licensing and Examination Board receives your exam score, you will be notified. At that time, you will need to make an appointment with the Licensing Board Administrator, Susan Wardowski, to obtain your license. You will need to submit proof of Workers' Compensation Insurance (or Exemption) and have your Insurance Agent fax a Certificate of General Liability Insurance to the Contractors' Licensing and Examination Board Office, which is assigned to Leon County.
9. **You must provide The Licensing Board Office with a renewal of your General Liability Insurance and Workers' Compensation coverage** (every year), or Workers' Compensation Exemption (every two years), and renew your license every year. There is a yearly Renewal Fee that is due prior to September 30th of each year.
10. Carry your License with you at all times.

Please make certain that you carefully follow the instructions in completing this application. A complete application package with documented proof of experience is crucial to obtain Board approval to take the examination. If you have questions, please contact Susan Wardowski, Licensing Board Administrator at (850) 606-1300.

APPLICATION FOR CONTRACTOR EXAMINATION INSTRUCTIONS

Complete the enclosed application form. Incomplete applications **WILL NOT** be accepted. The application **MUST** be accompanied by:

1. Proof of experience (see page 3 for required number of years experience for each category): **NOTARIZED LETTERS** from present or previous employers stating length of employment and **specific type of work performed**; If self employed, copies of present and former licenses, notarized letter from a Building Department stating you are/were licensed. (**Reciprocity**- Letter should include type of exam taken, score, date of exam, and complaints filed against you, if any).
2. Three (3) letters of recommendation from **licensed** contractors **relevant to the license for which you are applying**. Letters **MUST** be written on contractors' letterhead stationary and **MUST** include their **ACTIVE** license number. (Please indicate if a letter is being written by a relative, family member, or business partner in which you have worked with).
3. Two (2) credit reference letters from business persons not related to you by blood or marriage (material suppliers, etc.).
4. Three (3) letters of recommendation from previous employers.
5. Credit Report from a recognized Credit Bureau. **Original Report must be sent directly to The Contractors' Licensing Office**. A consumer copy **WILL NOT** be accepted. If you will be qualifying a corporation or partnership, an additional Credit Report on the business must be submitted. If there are issues in reference to your credit report, please provide explanation with supporting documentation.
6. Two (2) recent photographs (1 ½" x 1 ½" passport size). Please print your name on the back of each photo. Passport photos can usually be obtained from camera shops or copy businesses.
7. Filing fee (obtain current fee from Licensing Board Administrator).

Make checks payable to Leon County Board of County Commissioners. **Filing fee is not refundable**.

Organize your attachments and label them as to whether they are employer recommendations or contractor recommendations, etc. If one letter serves both categories, label it as such. (Example: Recommendation from a previous employer may serve as proof of experience if specific experience and length of time are given).

Complete application **MUST** be notarized and returned to Susan Wardowski, Leon County Contractors' Licensing and Examination Board, 435 North Macomb Street, 2nd Floor, Tallahassee, FL 32301.

Complete Applications must be received in our office no later than 5:00 p.m. on the 15th day of the month prior to the Board Meeting. The Board meets every first Thursday of the month. You may call Susan Wardowski at (850) 606-1300 for more information or assistance.

APPLICANT INFORMATION

1. Name: _____
- Home Address: _____
- Business Address: _____
- Home Phone: _____ Business Phone : _____
- Place of Birth: _____
- Date of Birth: _____
- Height: _____ Weight: _____
- Hair Color: _____ Eye Color: _____

Attach two (2) photos of your self here 1 1/2" x 1 1/2 "

2. **PLEASE DESIGNATE CLASSIFICATION DESIRED:**

_____ **EXCAVATION, GRADING & SITE WORK CONTRACTOR:** Experience, knowledge and skill gained by not less than one (1) year of practical excavation experience

_____ **SIDING, WINDOWS AND DOORS CONTRACTOR:** Experience, knowledge and skill gained by not less than three (3) years of practical siding, windows & door experience.

_____ **GARAGE DOOR INSTALLATION CONTRACTOR:** Experience, knowledge and skill gained by not less than three (3) years of practical garage door installation experience.

_____ **NON-ELECTRICAL SIGN CONTRACTOR:** Experience, knowledge and skill gained by not less than three (3) years experience in sign work.

3. **EDUCATION RECORD:** (Circle highest Grade Completed)

Grade School: _____ Name of School and Location: _____

High School: _____ Name of School and Location: _____

College: _____ Major: _____
Name and Location: _____

Trade School (or Other): Explain type, number of years, name and location, course of study:

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

Date: (From - To)	Employer	Location
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

If additional space is required, use reverse side of this page.

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

Type of Certificate	Certificate Number	Date Issued	Date Expires	Place Issued	How Secured
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____

6. **Have you ever been refused a Certificate of Competency or have you had a license suspended or revoked?** _____ If YES, explain type of Certificate or License and circumstances of suspension or revocation:

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

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

9. **List below the most recent projects you completed. Please answer completely.**

Position Held or Responsibility	Date Completed	Approximate Cost	Project Location
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AFFIDAVIT

The undersigned hereby makes application for licensure and vouches for the truth and accuracy of all statements and answers herein contained.

The undersigned hereby certifies that he/she will act only for himself/herself, or that he/she is legally qualified to act on behalf of the business organization sought to be certified in all matters connected with its contracting business and that he/she has full authority to supervise construction undertaken by himself/herself or such business or organization, and that he/she will continue during this certification to be able to so bind or act for this business organization, and will immediately notify the Board of any change in this position.

Any willful falsification of any information contained in this application or attached forms is grounds for disqualification.

Printed Name of Applicant

Applicant's Signature

STATE OF _____
COUNTY OF _____

Sworn and subscribed to before me this _____ day of _____, 20____, by _____
_____, who is personally known to me or has produced
as identification.

Signature of Notary

Print Name

Seal:

THIS APPLICATION WILL NOT BE ACCEPTED WITHOUT ALL REQUIRED DOCUMENTATION