



**ST. JOHNS COUNTY**  
**RECIPROCITY APPLICANT INFORMATION**

- 1) **REQUEST A LETTER OF RECIPROCITY FROM THE COUNTY IN WHICH YOU TOOK YOUR EXAM TO BE SENT TO ST. JOHNS COUNTY**
- 2) **SUBMIT A COMPLETED APPLICATION**
- 3) **PROVIDE APPROPRIATE DOCUMENTATION AS FOLLOWS:**

**A) Class I – General, Building & Residential Contractors, Master Electrical, Plumbing, Heating & Air Conditioning, Mechanical, Swimming Pool, Roofing, Utility and Solar Contractors must provide State Registration, Liability and Workers Compensation Insurance Certificate or Proof of Exemption.**

**B) Class II – Specialty Trades must provide Liability and Workers Compensation Insurance Certificate or Proof of Exemption.**

**Insurance Certificates MUST be made out to St. Johns County Contractor Licensing at the address listed below.**

- 4) **PAY FEES VIA LINK PROVIDED BY CONTRACTOR LICENSING (LISTED BELOW)**
- 5) **SCHEDULE APPEARANCE BEFORE CONTRACTOR REVIEW BOARD (CRB)**

**-DEADLINE FOR APPLICATION: (PLEASE SEE CONTRACTOR REVIEW BOARD DATES)-**

**-CRB MEETING DATE: (PLEASE SEE CONTRACTOR REVIEW BOARD DATES)-**

\*You will receive your County Authorized License at the CRB Hearing\*

\*CRB hearings are held in the SJC Auditorium located at  
500 San Sebastian View, St. Augustine, FL\*

<b>FEES</b>	
<b>ALL TRADES APPLICATION FEE</b>	<b>\$ 55.00</b>
<b>CLASS I &amp; CLASS II LICENSE FEE</b>	<b>\$106.00</b>
<b>CLASS I &amp; CLASS II INACTIVE FEE</b>	<b>\$ 35.00</b>

If questions, please call St. Johns County Contractor Licensing Department  
**Phone** (904) 827-6820    **Email** [conlicen@sjcfl.us](mailto:conlicen@sjcfl.us)

**Address:** St. Johns County Building Dept.  
Contractor Licensing Division  
4040 Lewis Speedway  
St. Augustine, Florida 32084  
904-827-6820