



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 and Corporate Documents (from Sunbiz.org).

B) Class II – Specialty Trades must provide Liability and Workers Compensation Insurance Certificate or Proof of Exemption Corporate Documents (from Sunbiz.org).

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 (FEES 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 32084*

FEES

ALL TRADES APPLICATION FEE	\$ 55.00
CLASS I & CLASS II LICENSE FEE	\$106.00
CLASS I & CLASS II INACTIVE FEE	\$ 35.00

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

Insurance certificates should be made out to:

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

Building Department
4040 Lewis Speedway, St. Augustine, FL 32084
904.827.6800 | www.sjcfl.us