



JOURNEYMAN HVAC DUCT INSTALLER PROCEDURES FOR LICENSING

STEP 1:

1. **Obtain application.** All blanks must be filled in and completed. Incomplete applications will be returned to applicant.
2. **All applicants for Journeyman Duct Installer License** (non-tested) shall submit **written proof** of **one-year experience** in the field by a licensed master in the Heating, Air Conditioning, Refrigeration, Mechanical or Sheet metal trades.

*Experience shall be gained through working as an apprentice or helper and documentation must be provided by master license holder service was under. *

STEP 2:

1. **Return completed application** with the \$55.00 application fee, \$50.00 License fee and proof of experience. (Fees are subject to change without notice. Please check with the Licensing Department.)
2. **Schedule appearance** before Contractor Review Board to receive your license.

NOTE: Address changes must be promptly supplied.

**The County accepts no responsibility for undelivered correspondence or annual license Renewal notices. **

YOUR BIENNIAL RENEWAL FEE IS \$50.00. (Fees Subject to change without notice, please check with the Licensing Department) If you have questions, call (904) 827-6820 or email: conlicen@sjcfl.us

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