



CLASS I CONTRACTOR APPLICANTS PROCEDURES FOR APPLICATION & TESTING TO OBTAIN LICENSE

All Forms available on our web-site:

[Contractor Licensing Applications & Guidelines - St. Johns County \(sjcfl.us\)](http://www.sjcfl.us)

STEP 1: Pre-application submittal preparation:

1. **Application.** All blanks must be filled in and completed. **Incomplete applications will be returned to applicant.**
2. **Testing information.** Scope of work for the trade in which you are testing and reference list of books needed and where to purchase them.
3. **Obtain experience letters.** Prepared, signed and notarized by licensed individuals that you have worked for and know your experience level. Five years or more experience required for those testing for all Class I licenses **EXCEPT MASTER ELECTRICIANS, PLUMBERS, MECHANICAL & HVAC. All test takers for MASTER licensure must meet the minimum requirements as a licensed journeyman in that same field.**
4. **At Least three (3) acceptable letters of reference** from past employers, customers or knowledgeable observers, not related to the applicant, having first-hand knowledge of the applicant's trade abilities. These letters of reference shall address and positively endorse the applicant's knowledge, experience, and ability as a Contractors in his/her trade. Such letters of reference shall be notarized and verifiable to include the address, and contact phone number of the reference for authentication, **before** Board consideration of them.
5. **Prepare for trade examination.** Refer to St. Johns County and ProV Testing for information regarding the test you are qualified to take.

STEP 2: Ready to test:

1. **Return completed application to the Licensing Department with application fee of \$55.00 and experience letter(s) indicating five (5) years of work in the industry you are testing for. Applications must be complete.** The experience letter(s) **MUST** be from **licensed** individuals whose license is in the same area as the license you wish to receive. (Example-Want to be a roofer? Experience letter from a licensed roofer indicating your abilities to perform that type of work required). **See numbers 3 & 4 above.**
2. **The Licensing Department will prepare the testing Voucher for you.** St. Johns County uses ProV testing to prepare and proctor tests.
3. **Follow up with ProV once you receive your Voucher to schedule your test.** The Voucher you receive is good for 6 months from the date of receipt. You are allowed to test twice in a 6-month period.
4. **Class I applicants are required to pass a technical test which determines competency AND a Business & Law test. Passing grade of 70% or above required.**

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

STEP 3: Obtain local license:

- 1. Once tests (technical test and business & law test) have been passed/completed:** Contact the Contractor Licensing Department to pay an inactive fee of \$35.00.
- 2. Provide Contractor Licensing with Corporation or Limited Liability Company and Fictitious name documentation from Sunbiz.org (if applicable).** This will be the company you are qualifying with your license. A qualifying licensee who is not an owner or officer of a company shall submit a notarized statement (forms available) from the majority Owner or President of the business revealing the extent of the license holder's financial responsibility, if any.
- 3. Schedule date to appear before the Contractor Review Board.** You must have a **confirmed** date with this office scheduled to obtain your license at the Contractor Review Board meeting.
- 4. Once you have been approved by the Contractor Review Board,** you will receive a packet with a copy of your local license, which you will send to the State of Florida with an application for State Registration.
- 5. Submit the appropriate application to the Department of Business & Professional Regulation (DBPR, myfloridalicense.com) to obtain your State Registered license.** It is **your responsibility** to fill out the appropriate application, as either a company or individual.
- 6. Upon receipt of your State Registered license, provide a copy to the Contractor Licensing Department. Pay the license activation fee of \$71.00.** Provide liability insurance certificate and workers compensation insurance certificate or construction exemption. Each time you renew any insurance or exemption make sure St. Johns County receives a copy. Insurance certificates should come from your insurance company directly to the County. **You will then receive your Active St. Johns County Contractors license.**
- 7. Contact the Tax Collectors office regarding your need for a business tax receipt (formerly "occupational license") at (904)209-2250.**

ACTIVE CONTRACTOR INSURANCE REQUIREMENTS

- General and Building Contractors liability requirement is **\$300,000** bodily injury; \$50,000 for one person and \$50,000 property damage; **Liability for all other Class I Contractor categories is \$100,000.00** bodily injury, **\$50,000.00** for one person and **\$25,000.00** for property damage.
- Workers Compensation is also required as per Florida Statute. If you are exempt from Workers Compensation we will need a current **Construction Exemption Certificate**.

**** INSURANCE MUST BE IN THE NAME OF THE COMPANY THE LICENSE HOLDER WILL BE QUALIFYING AND MUST HAVE THE NAME LISTED ON THE CERTIFICATE. THE LICENSE HOLDER MUST BE INCLUDED IN THE POLICY OR PROVIDE WORKER'S COMPENSATION CONSTRUCTION EXEMPTION. *****

INSURANCE CERTIFICATES

Liability and Workers Compensation Insurance Certificates made out to:

St. Johns County Contractor Licensing
4040 Lewis Speedway
St. Augustine, Florida 32084
EMAIL: conlicen@sjcfl.us

Licensing Reminders:

- **YOUR BIENNIAL RENEWAL FEE IS \$106.00.** (Subject to change without notice. Please contact Licensing Department.)
- **Change of Address, Business name and/or contact information must be promptly supplied to our office for updating.**
- **The County accepts no responsibility for undelivered correspondence or annual license renewal notices. If you have questions, call (904) 827-6820 or email: conlicen@sjcfl.us.**

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