



## CLASS II CONTRACTOR APPLICANTS PROCEDURES FOR MAKING 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:**

1. **Obtain application.** All blanks must be filled in and completed. **Incomplete applications will be returned to applicant.**
2. **Obtain testing information.** Scope of work for trade you are testing for and Reference list of books.
3. **Obtain experience letters.** Prepared, signed and notarized by licensed individuals that you have worked for and know your experience level.

**OR**

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 going to take.

### **STEP 2:**

1. **Return completed application to the Licensing Department with the \$55.00 application fee and proof of experience.** (Fees subject to change without notice. Check with Contractor Licensing)
2. **The Licensing Department will prepare the testing registration 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.

**Your license will limit you to work as a Sub-Contractor, per note below:**

**NOTE: TO LEGALLY CONTRACT DIRECTLY WITH THE GENERAL PUBLIC YOU ARE REQUIRED TO TAKE THE BUSINESS AND LAW EXAMINATION WITH PROV AND OBTAIN A 70% OR HIGHER ON THE EXAM.**

### **STEP 3:**

1. **Obtaining license after passing exam.** (Passing grade of 70% or above)
2. **PREPARATION:**
  - A. **Return to the Licensing Department and pay license fee of \$106.00 or request payment link via phone or email and one will be sent to you via email.**

**Building Department**  
4040 Lewis Speedway, St. Augustine, FL 32084  
904.827.6800 | [www.sjcfl.us](http://www.sjcfl.us)

- B. Submit corporation and/or fictitious name documentation. If the license holder is not on corporation document(s) a “Qualifying Agent Letter” will have to be submitted.**
- C. Submit certificate of liability. (Certificate of liability must be made out to SJC as the certificate holder and come directly from your insurance company.)**
- D. Submit Worker’s Compensation insurance or Construction Exemption. (Certificate of worker’s compensation must be made out to SJC as the certificate holder and come directly from your insurance company.)**
- E. Schedule date to appear before Contractor Review Board to obtain license. You must have a confirmed date with this office scheduled to obtain your license at the Contractor Review Board meeting.**
- F. Contact the Tax Collectors office regarding your need for a business tax receipt. (Formerly “occupational license”) at (904) 209-2250.**

### **ACTIVE CONTRACTOR INSURANCE REQUIREMENTS**

- Liability for all categories **\$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 LICENSE HOLDER’S NAME LISTED ON THE CERTIFICATE. HE/SHE MUST BE COVERED UNDER THE POLICY, UNLESS EXEMPT. \*\***

### **INSURANCE CERTIFICATES**

Liability & Workers Compensation Insurance Certificates made out to:

**St. Johns County Contractor Licensing  
4040 Lewis Speedway  
St. Augustine, Florida 32084  
EMAIL: [conlicen@sjcfl.us](mailto:conlicen@sjcfl.us)**

### **LICENSING REMINDERS**

- You cannot contract directly with the public without proving your “Business & Law” knowledge as previously outlined.
- Address, Business name and contact information changes must be promptly supplied to our office for updating.
- The County accepts no responsibility for undelivered correspondence or annual license renewal notices.
- YOUR BIENNIAL RENEWAL FEE IS \$106.00. (Subject to change without notice. Please contact the Licensing Department). If you have questions, call (904) 827-6820 or email [conlicen@sjcfl.us](mailto:conlicen@sjcfl.us).

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