



BOARD OF COUNTY COMMISSIONERS

Planning and Development Department
Licensing Regulation & Enforcement
2725 Judge Fran Jamieson Way, Bldg. A-114
Viera, Florida 32940
Phone: (321) 633-2058, press #4, #6
www.BrevardFL.gov/PlanningDev

Contractor Examination Application and Fees
Application Fees are Non-refundable

Application fees for the following trades are \$110.

5 Years documented experience on enclosed Employer Experience Verification Affidavit are required for the following trades:

- Electrical
Mechanical
Plumbing
Roofing
Sheetmetal
Air Conditioning
Class A Unlimited
Class B Limited

4 Years documented experience on enclosed Employer Experience Verification Affidavit are required for the following trades:

- Drywall
Electrical Sign
Limited Energy Systems
Marine I
Marine II
Solar Water Heating
Specialty Structure Aluminum
Swimming Pool Unlimited
Swimming Pool Service
Underground Utility
Alarm Contractors
Alarm Systems I
Alarm Systems II

3 Years documented experience on enclosed Employer Experience Verification Affidavit are required for the following trades:

- Demolition
Excavation (Land Clearing)
Garage Doors
Storm Shutter
Stucco
Swimming Pool Finish
Window and Door

1 Year documented experience on enclosed Employer Experience Verification Affidavit are required for the following trades:

- Irrigation
Fencing

Application Fees for the following three trade classifications are as follows and require 4 years documented experience.

Table with 2 columns: Trade Classification, Fee. Rows: General (\$150), Building (\$130), Residential (\$120)

For detailed trade definitions, please see Municode Chapter 22, Article 6:

https://library.municode.com/fl/brevard_county/codes/code_of_ordinances?nodeId=PTIICOOR_CH22BUBURE

Brevard County
Licensing Regulation & Enforcement
2725 Judge Fran Jamieson Way, Suite A-114
Viera, FL 32940
Phone (321) 633-2058, press 4, then 6

Contractor Examination Application and Fees

The following documents must be submitted with application:

- Application Fee as indicated on page one (1)
 - Make checks payable to Board of County Commissioners
- Copy of valid driver's license or government issued ID
- Three (3) letters of recommendation from contractors whom applicants have worked either for or with, or reputable business or professional people, not related by blood or marriage to the applicant, vouching for the applicant's reputation as to honesty, integrity and good moral character. Letters must be notarized and on letterhead.
- Letters must be originals. faxes or copies will not be accepted.
- Notarized documentation of experience on attached Experience Form.
- Signed Social Security Number Disclaimer.

Applicant Name: _____

Application Fee: _____

Selected Trade: _____

Do Not Write in This Space

DATE	CAP ID	PYMT TYPE	INVOICE #	STAFF

Experience Requirements

Has received a baccalaureate degree from an accredited four (4) year college in the appropriate field of engineering, architecture, or building construction and has two (2) years of proven experience in the trade category. A minimum of 2,000 hours shall be used in determining full-time equivalence.

Or

Has a total of at least four (4) years of active experience as a skilled workman who is able to command the pay rate of a mechanic in his particular trade or as a foreman who is in charge of a group of workmen and usually responsible to a superintendent or a contractor or his equivalent, provided, however, that at least one (1) year of active experience shall be as a foreman.

Or

A combination of not less than one (1) year of experience as a foreman and not less than three (3) years of credits for any accredited college-level courses in the appropriate trade.

Or

Has a combination of not less than one (1) year of experience as a skilled workman, one (1) year of experience as a foreman and not less than two (2) years of credits for any college level courses in the appropriate trade.

Or

Has a combination of not less than two (2) years of experience as a skilled workman, one (1) year of experience as a foreman and not less than one (1) year of credits for any college level courses in the appropriate trade.

Or

Provide evidence of a minimum of five (5) years of practical experience in the trade or have an active journeyman license for three (3) years.

For the number of years of credits for any college level courses, the applicant shall show completion of an equal number of courses in the appropriate field of engineering, architecture, or building construction. All junior college or community college level courses shall be considered accredited college level courses.

Proof of schools, apprenticeship programs, including dates, diplomas, letters and other pertinent information and recommendations must be provided.

The Contractors' Licensing Board may, in its sole discretion, consider a person's formal or vocational education as practical experience in the trade if the education is in the trade for which the person is applying.

Experience must be documented in writing by your employer(s) (past or present) for proof of experience. More than one experience form may be used. All documents must be originals.

Contractor Application for Exam

1. Name: (first, last, MI) _____

2. Street Address: _____

City _____ State _____ Zip _____

3. Date of Birth _____ Email _____

4. Phone Number _____

5. U S Citizen? Yes No

If yes, provide copy of front & back of valid residency or work documentation.

6. Do you presently own a business, and have a current city or county business tax receipt?

Yes No

If yes, what City or County? _____

If yes, Company Name _____

Business Tax Receipt Number _____

7. List your **COMPLETE** residential addresses for the past five years (street, city, state, zip):

8. List all businesses you have owned, operated, or managed or have had an interest of any kind during the past five years:

Business Name	Complete Business Address	Position
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Contractor Application for Exam

9. Have you undertaken construction contracts or work that a third party, such as a bonding or surety company, completed or made financial settlements?
Yes No If yes, provide a written statement of explanation.
10. Have you had claims or lawsuits filed for unpaid or past due accounts by your creditors as a result of construction operations?
Yes No If yes, provide a written statement of explanation.
11. Have you undertaken construction contracts or work which resulted in liens, suits or judgments being filed?
Yes No If yes, provide a written statement of explanation.
12. Have you had a lien filed against you by the U.S. Internal Revenue Service or Florida Corporate Tax Division?
Yes No If yes, provide a written statement of explanation.
13. Have you made an assignment of assets in settlement of construction obligations for less than the debts outstanding?
Yes No If yes, provide a written statement of explanation.
14. Have you been charged with or convicted of acting as a contractor without a license, or if licensed as a contractor in this or any other state, been subject to any disciplinary action by state, county or municipality?
Yes No If yes, provide a written statement of explanation.
15. Have you filed or been discharged in bankruptcy within the past five years?
Yes No If yes, provide a written statement of explanation.
16. Have you been convicted or found guilty of, or entered a plea of nolo contendere to, regardless of adjudication, a crime in any jurisdiction within the past ten years?
Yes No If yes, provide a written statement of explanation.
17. Notwithstanding the above, have you ever at any point in time had a felony conviction that has resulted in the revocation of your civil rights?
Yes No If yes, provide a written statement of explanation.

Applicant may be required to provide further information or appear before the Contractors' Licensing Board.

Contractor Application for Exam

Brevard County and the Construction Industry Licensing Board Rule 61G4-15.005 establishes minimum net worth requirements for the following categories of contractors.

\$20,000 Minimum Net Worth for the following:

General Contractor Class I	Building Contractor Class II	Residential Contractor Class III
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\$10,000 Minimum Net Worth for the following:

Alarm I	Mechanical	Specialty Structure
Alarm II	Plumbing	Underground Utility
Electrical	Roofing	Swimming Pool
Electrical Sign	Sheet Metal	HARV Class A Unlimited
Limited Energy Systems	Solar Water Heating	HARV Class B Limited

\$2,500 Minimum Net Worth for the following:

Demolition	Irrigation	Swimming Pool
Drywall	Marine I	Finishing
Excavation	Marine II	Swimming Pool Service
Fencing	Storm Shutter	Window & Door
Garage	Stucco	

Net worth shall be defined to require a showing for all contractor licensure categories that the applicant has a minimum of 50% of the amount in cash.

Please complete the following financial section:
Items marked with ** are **Required**

PERSONAL ASSETS		PERSONAL LIABILITIES	
Cash in bank**		Accounts Payable	
Accounts Receivable		Notes Payable	
Notes Receivable		Accruals	
Inventory, Materials & Supplies		Mortgages (if related to business)	
Machinery & Equipment		Capital Stock (if incorporated)	
Real Estate (if related to business)		Other	
Prepaid & Deferred Charges			
Other			
Total Assets:**		Total Liabilities:**	
		NET WORTH** (Total Assets less Total Liabilities)	

I certify that I meet the minimum net worth requirements.

Applicant's Signature

Date

Contractor Application for Exam

EMPLOYMENT / EDUCATION INFORMATION – TO BE COMPETED BY THE APPLICANT

Present Employer Business Name _____

Phone # _____ Hire Date: _____ End Date: _____

Street Address _____ City _____

State _____ Zip _____ Position Held _____

Contractor first and last name to verify employment _____

Previous Employer Business Name _____

Phone # _____ Hire Date: _____ End Date: _____

Street Address _____ City _____

State _____ Zip _____ Position Held _____

Contractor first and last name to verify employment _____

Previous Employer Business Name _____

Phone # _____ Hire Date: _____ End Date: _____

Street Address _____ City _____

State _____ Zip _____ Position Held _____

Contractor first and last name to verify employment _____

Additional Experience:

Total number of years on the job hours in approved apprenticeship program: _____

Apprenticeship and/or School Name: _____

Apprenticeship and/or School Address: _____

Other Education, School or Degrees: _____

* Provide documentation of trade related programs, certifications and/or degrees if indicated above.

Contractor Application for Exam

Applicant Experience Verification Affidavit

This form is to be completed by the applicant and submitted with your application to provide information regarding your experience. It will be used to support your qualifications. Detailed and specific information is required. It becomes the property of Licensing Regulation & Enforcement when submitted. Please complete and return with the application.

Applicant Name _____ Trade Classification _____

Applicant experience Start Date _____ End Date _____

I certify that I have performed work in the above listed trade classification as my primary occupation for the duration given and I attest to the following experience:

Describe in Detail:

Describe in detail work performed in the trade applied:

Type of buildings, structures, job projects worked on (be specific):

Any additional background, training experience and/or certifications/ or other construction trade experience:

Contractor Application for Exam

The undersigned hereby makes application for certification in accordance with the provisions of Chapter 22, Code of Brevard County, Florida.

I certify I will act only for myself or that I am legally qualified to act on behalf of the business organization seeking to be qualified and certified, in all matters connected with its contracting business. Furthermore, I have the authority to supervise construction projects undertaken by myself or the business organization qualified and certified and will continue during this certification to be able to so bind said business organization. If I sever my affiliation with said business organization, I will immediately notify the Contractor Licensing Board in writing within thirty (30) days of such termination. Initial _____

I authorize the secretary to the Brevard County Contractor Licensing Board to obtain from any source dealing with me, even though confidential, such additional information concerning my financial condition as may be deemed necessary by the Board. Initial _____

I acknowledge that pursuant to Brevard County Code and Florida Statute 489, I am personally responsible for all the financial affairs of the business I am applying to qualify. I realize this includes "financial matters," both for the organization in general and for each specific job. Initial _____

I also acknowledge that I will personally supervise all work being done or there will be a certified master or journeyman, if applicable, on the site at all times. Initial _____

I authorize investigation of all statements contained in this application. I understand that misrepresentation or any omission of facts called for is cause for disciplinary action by the Brevard County Construction Industry Licensing Board. I also authorize release of sheriff and police records to the Brevard County Licensing Regulation & Enforcement agency. Initial _____

I hereby release you, your organization or others from any liability for damage which may result from furnishing the information requested above. Initial _____

I agree to familiarize myself and abide with all local ordinances and amendments, state regulations and the Florida Building Code governing all restrictions in reference to the license I have been issued Initial _____

I certify that this information is true and correct to the best of my knowledge and that any willful falsification of any information contained herein is grounds for disqualification.

Signature of Applicant _____ Date _____

STATE OF _____

COUNTY OF _____

The foregoing instrument was acknowledged before me this _____ day of _____, 20_____, by _____ who is personally known to me _____ or who produced a _____ as identification.

(Notary Seal)

Signature of Notary

EXPERIENCE VERIFICATION AFFIDAVIT

This form must be completed by someone other than the applicant.

The applicant is requesting that you certify as to your knowledge of his/her experience by completing this form. It is being used to support the applicant's qualifications. The verification is required to be completed by a current or previous employer holding a contractor's license; or licensed contractor in the same or related field directly experienced with applicant's work.

I am qualified to verify that the above information is true and correct, and that I am a licensed contractor. **Please attach a copy of your (verifier's) contractor's license to this document.**

Applicant's Name _____	Trade Classification _____
Applicant Employment Start Date _____	End Date _____
Contractor/Supervisor's Name _____	License # _____

I certify that I employ(ed) the applicant from dates shown above and I know of my own direct knowledge that said applicant was employed as follows:

Positions Held and Type of Work Performed (Please enter specific activities)

*Note to verifier: Brevard County Licensing may contact you to validate your signature & information on this form.

<u>Verifier Information</u>			
Signature _____	Contractor License Number _____		
(must be notarized)			
Print Name _____	Title _____		
Company Name _____			
Company Address _____			
Street	City	State	Zip Code
Phone Number: _____	Date _____		

State of _____
County of _____

The foregoing instrument was acknowledged before me this _____ day of _____, 20_____,
by _____ who is personally known to me _____ or who produced a
_____ as identification. **Notary Seal**

Signature of Notary _____

