

## Contractor Licensing

1769 E. Moody Blvd Bldg 2  
Bunnell, FL 32110



**FLAGLER  
COUNTY**  
FLORIDA

[www.flaglercounty.org](http://www.flaglercounty.org)

Phone: (386)313-4076

Fax: (386)313-4102

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# RECIPROCITY CHECKLIST

- Application filled out completely?
- \$50 Application fee
- Letter of Reciprocity from jurisdictions in which you tested, need passing grade of 75% can be mailed, faxed or emailed.
- Copies of Business and Law certificates (2) course or 75% tested.
- Florida Department of State Division of Corporations (Sunbiz.org)
- Workers Compensation or Exemption
- Liability Insurance
- Pay \$100 for Active License and you will receive your card
- Contact Flagler County Tax Collector for BTR (Business Tax Receipt)



# Contractor Review Board

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## FLAGLER COUNTY RECIPROCITY APPLICATION INFORMATION

Reciprocity in Flagler County may be granted to persons already licensed as contractors in many other Florida jurisdictions. Such applicants shall provide an original letter from the licensing official in the jurisdiction where their examination was administered. Details of the date of examination, type, grade and class of contracting and any disciplinary actions shall be included in the letter. No reciprocity shall be accorded who have not passed an acceptable written examination and received a score of 75% or higher. Business & law knowledge via test or course completion must be included to legally contract with the general public.

1. Request letter of reciprocity from the jurisdiction in which you took your trade examination. Letter may be mailed, emailed or faxed to Flagler County Contractor Licensing.
2. Complete application.  
All blanks must be filled in and completed to prevent application from being returned for incompleteness. Your picture must be attached to the application (a Copy of your Drivers License Photo is Not Acceptable).

Return with fees.

3. **All Trades Application Fee \$50.00 PLUS**  
**Active License Fee \$100.00 or Inactive License Fee \$30.00**

### STATE REGISTERED TRADES (CLASS I)

(General, Building and Residential Contractors, Roofing, Swimming Pool, Plumbing, Master Electrical, Burglar/Fire Alarm, Sign Electrical Master, Master A/C, Master Sheet Metal, Master Mechanical, Solar Heating.

\*\*Active License applicants must provide current State Registration, Liability, Workers' Compensation or Exemption and Corporation documents when applicable.

### SPECIALTY STRUCTURAL TRADES (CLASS II)

(Aluminum Erection, Carpentry, Concrete, Drywall (Commercial), Garage Door Installer, Glass/Glazing, Hurricane Protection, Irrigation Sprinkler, Marine Contractor, Masonry, Siding-Widows-Doors, Sign Contractor (Non-Electrical) and Structural Steel Erection.

\*\* Active License applicants must provide current State Registration, Liability, Workers' Compensation or Exemption and Corporation documents when applicable.

INSURANCE CERTIFICATES MAY BE FAXED TO: (386) 313-4102 or (386) 313-4103

MADE OUT TO: Flagler County Building Department/Contractor Licensing  
1769 E. Moody Blvd. Bldg#2  
Bunnell, FL 32110

If you have any questions please contact Ed Rodriguez Flagler County Contractor Licensing (386) 313-4076

NOTE: ADDRESS CHANGES MUST BE PROMPTLY SUPPLIED TO THE LICENSING OFFICE Revised 3/15

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## FLAGLER COUNTY

### CONTRACTOR LICENSING

#### APPLICATION FOR COUNTY AUTHORIZED CONTRACTOR LICENSE

**\*\*\*DO NOT WRITE BELOW THIS LINE FOR OFFICE USE ONLY\*\*\***

Date: \_\_\_\_\_ Qualifier Number: \_\_\_\_\_ License Number: \_\_\_\_\_

Type: \_\_\_\_\_ Class: \_\_\_\_\_

- A. Proctored Class I Examination .....
- B. Proctored Class II Examination .....
- C. Specialty Trade (Not tested) .....
- D. Business and Law Examination .....
- E. Business and Law Exemption Course .....
- F. Reciprocity of Proctored Examination (Name Of County or City) \_\_\_\_\_

Applicants Full Name: \_\_\_\_\_

Company Name: \_\_\_\_\_

Phone: \_\_\_\_\_ Cell: \_\_\_\_\_ Fax: \_\_\_\_\_

Email: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Street City/State Zip Code

Physical Address: \_\_\_\_\_

Street City/State Zip Code

Have you ever applied for a Flagler County license in this or any other field? \_\_\_\_\_ No \_\_\_\_\_ Yes

If Yes: Type: \_\_\_\_\_ License Number: \_\_\_\_\_ Status: \_\_\_\_\_ How Long: \_\_\_\_\_

Do you presently or have you ever held a contractor license from any other city, county, or state? \_\_\_\_\_ No \_\_\_\_\_ Yes

If Yes: Where? \_\_\_\_\_ License Status: \_\_\_\_\_

How Long? \_\_\_\_\_ Type Held: \_\_\_\_\_

**Note company name here if self-employed Owner:**

Presently Employed By: \_\_\_\_\_ Position: \_\_\_\_\_

Employers Address: \_\_\_\_\_ Phone: \_\_\_\_\_

Street City/State

#### WORK HISTORY FOR THE PAST FIVE YEARS (Attach additional sheets if required):

Previous Firm Name	Where	When	Nature of Employment	Time in Charge	Any Violation of License Regulation

