

## 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

---

# CLASS 1 LICENSE CHECKLIST

- Fill out Application completely
- \$50 Application fee and \$50 Scheduling fee
- Set up w/Prov for testing in trade (Prov will Charge \$80 for Test)
- Set up w/Prov Business Law--(Exemption Course B/L on your own)
- Let us know when you take exam so we can get results---need 75%
- Business and Law Certificates (2) or exemption or 75%
- Passing Grade of 75%-- we get from Prov
- File Corporation or fictitious name with – Florida Department of State Division Of Corporations ([www.Sunbiz.org](http://www.Sunbiz.org))
- **Pay \$100 for Inactive License Card**
- File with DBPR – Department of Business and Professional Regulation for State registration
- Workers Compensation Insurance
- Liability Insurance
- Copy of State registration issued by DBPR
- **Activate Flagler County License**
- Contact Tax Collector for your BTR – Business Tax Receipt

Revised 5/15

# Contractor Licensing

1769 E. Moody Blvd Bldg 2  
Bunnell, FL 32110



**FLAGLER  
COUNTY**  
FLORIDA

www.flaglercounty.org

Phone: (386)313-4076

Fax: (386)313-4102

## CLASS I TESTING

### CONTRACTOR APPLICATIONS

#### PROCEDURES FOR MAKING APPLICATIONS AND OBTAINING LICENSE

**\*\*\*YOUR LICENSE WILL LIMIT YOU TO WORK IN THE TRADE TESTED\*\*\***

**ALL CLASS I CONTRACTORS ARE REQUIRED TO REGISTER THEIR COUNTY AUTHORIZED LICENSE WITH THE STATE DEPARTMENT OF BUSINESS AND PROFESSIONAL REGULATION BEFORE CONTRACTING TO PERFORM THEIR TRADE**

#### **STEP 1:**

1. OBTAIN APPLICATION
2. OBTAIN TEST INFORMATION

(INFORMATION FOR MASTER ELECTRICIANS, PLUMBERS, MECHANICAL & HVAC EXAMINATIONS ONLY)

- A. At least a minimum of two years working experience as a licensed Journeyman which must be verified or,
- B. Hold a Master license in another county or state having previously passed a Journeyman examination. (we will need a copy of license and proof in writing)

**NOTE: TO LEGALLY CONTRACT DIRECTLY WITH THE GENERAL PUBLIC YOU ARE REQUIRED TO ALSO ATTEND AND COMPLETE AN APPROVED CONSTRUCTION "BUSINESS & LAW COURSE OR TAKE THE BUSINESS AND LAW EXAMINATION. Information for classes and testing is attached. (You may be exempted from the Business and Law requirements with copies of Business Tax Receipts (Occupational Licenses) within Flagler County Only for the period of 3 consecutive years from (2004-2005, 2005-2006, 2006-2007.)**

3. PREPARE FOR TRADE EXAMINATION

#### **STEP 2:**

1. RETURN COMPLETED APPLICATION WITH PROOF OF EXPERIENCE TO THE LICENSING DEPARTMENT WITH THE \$50.00 APPLICATION FEE AND \$50.00 TESTING FEE (Fill in and complete all blanks to prevent application from being returned for incompleteness. Your picture must be attached to the application.) **Copies of driver's license will not be acceptable.**
2. ONCE THE ABOVE FEES HAVE BEEN PAID THE LICENSING DEPARTMENT WILL EMAIL YOU THE TESTING INFORMATION FROM PROV (WHO WILL BE PROCTORING YOUR EXAM) TO THE EMAIL ADDRESS THAT YOU HAVE SUPPLIED ON YOUR APPLICATION.

### **STEP 3:**

#### **OBTAINING LICENSURE AFTER EXAMINATION: (Passing grade of 75% or above)**

You will receive test score from Prov after you have completed exam.

1. File Corporation or fictitious name with – Florida Department of State Division Of Corporations ([www.Sunbiz.org](http://www.Sunbiz.org))
2. **Pay \$100 for Inactive License Card**
3. File with DBPR – Department of Business and Professional Regulation for State registration
4. Workers Compensation Insurance
5. Liability Insurance
6. Copy of State registration issued by DBPR
7. **Activate Flagler County License**
8. Contact Tax Collector for your BTR – Business Tax Receipt

#### **PROOF OF INSURANCE REQUIRED—AUTHORIZED CONTRACTORS**

1. Each authorized contractor shall furnish the county licensing administrator evidence of valid worker's compensation insurance or provide proof of a legal exemption thereto.
2. Each authorized contractor shall furnish proof of contractor's liability insurance provided by an insurance company authorized to do business in the state. Insurance coverage shall be as follows:
  - a. **General and building contractors-** Three hundred thousand dollars (\$300,000.00) bodily injury per accident and not less than fifty thousand dollars (\$50,000.00) for one (1) person and fifty thousand dollars (\$50,000.00) for property damage;
  - b. **All other license categories-** One hundred thousand dollars (\$100,000.00) bodily injury per accident and not less than fifty thousand dollars (\$50,000.00) for one (1) person and twenty-five thousand dollars (\$25,000.00) for property damage.
3. In the event that the insurance requirements of this section expire or are cancelled, the authorized contractor's license issued and permitting rights given to the insured shall be immediately and automatically suspended and it shall be unlawful thereafter for the contractor to engage in any business until insurance coverage and the license is reinstated.

**WORKERS COMPENSATION IS ALSO REQUIRED AS PER FLORIDA STATUE. IF YOU ARE EXEMPTING FROM WORKER COMPENSATION WE WILL NEED CURRENT EXEMPTION FULL CERTIFICATE.**

**\*\*WE WILL NOT EXCEPT A PRINT OUT FROM THE WORKERS COMP. WEBSITE\*\***

**INSURANCE MUST BE IN THE NAME OF THE INDIVIDUAL QUALIFYING FOR THE LICENSE OR IF QUALIFYING A CORPORATION THE COMPANT NAME MUST APPEAR ON THE CERTIFICATE**

**Liability and Workers Compensation Insurance Certificate will be made out to:**

**Flagler County  
Building Department/Contractor Licensing  
1769 E. Moody Blvd. Bldg#2  
Bunnell, FL 32110**

**YOUR BIENNIAL RENEWAL FEE IS \$100.00**

If you have any questions, Please contact Ed Rodriguez at (386) 313-4076 Fax# (386) 313-4102

**NOTE: IT IS A VIOLATION OF CONTRACTOR LICENSING NOT MAINTAIN CURRENT MAILING ADDRESS INFORMATION AS PER ATRICLE 1 – CONTRACTOR LICENSING CODE - Sec. 8-17(20) - Prohibited activities;** Failure to maintain current mailing address information in his/her file by written notice to the license administrator within thirty (30) days after any change.

**FLAGLER COUNTY ACCEPTS NO RESPONSIBILTIY FOR UNDELIVERED CORRESPONDENCE OR ANNUAL LICENSE RENEWAL NOTICES**

# Contractor Licensing

1769 E. Moody Blvd Bldg 2  
Bunnell, FL 32110



**FLAGLER  
COUNTY**  
FLORIDA

www.flaglercounty.org

Phone: (386)313-4076

Fax: (386)313-4102

---

## INACTIVE CONTRACTOR LICENSE CLASS 1

(Trade Requiring Florida DBPR Registration)

### CONTRACTOR LICENSE CLASS I (Trade Requires Florida DBPR Registration)

**BEFORE your issued the New Active County License**

**This sheet is only a guide. Contact DBPR and follow their requirements.**

1. **Application and successful completion of all pre-qualification conditions are met.**  
Once the Prov test is passed.....

Pay \$100.00--inactive fee—for Inactive County License  
(May **NOT** contract any work while INACTIVE)

To obtain **ACTIVE** Status (which is required before you contract any work) it is necessary that you:

2. Obtain your State Registration from the Department of Business and Professional Regulation: (DBPR) Telephone (850) 487-1395  
On website type in: [www.myfloridalicense.com](http://www.myfloridalicense.com)  
On DBPR Home Page Click On:
  - APPLY FOR/UPDATE LICENSES
  - CONSTRUCTION INDUSTRY
  - RIHT SIDE OF PAGE IS REGISTERED LICENSES
3. Secure required liability insurance.
4. Secure workers compensation insurance or workers' compensation exemption.
5. Obtain a Business Tax Receipt from the Tax Collector.
6. Submit the items above with a copy of your local license to DBPR, being sure to include their fees.
7. Upon receipt of your DBPR State registration, bring all insurance certificates to our office to activate your New License and begin contracting and working.

Be successful and call us if we can assist.

(386) 313-4076

# Contractor Licensing

1769 E. Moody Blvd Bldg 2  
Bunnell, FL 32110



**FLAGLER  
COUNTY**  
FLORIDA

www.flaglercounty.org

Phone: (386)313-4076

Fax: (386)313-4102

## 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





# AAA CONSTRUCTION SCHOOL, INC.

## County Business Exemption Course

Congratulations on your application for a registered contractor's license. As part of the application process, applicants are required to take the Business & Law Exemption Course.

AAA Construction School, Inc. is approved by St. Johns and Flagler counties to provide the Business & Law Exemption Course. Upon completion of the course you will receive certificates to forward to the Supervisor of Licensing of your county (St. Johns or Flagler).

To obtain your County Business Exemption Course certification you will need to complete the fourteen (14) hour online training course and attend one day of live classroom instruction.

**Call Now 904 - 722 - 9994 to schedule your online course and classroom date!**

### **14 - Hour Online & 1 Day In-Class**

The fourteen (14) hour online course is simple to access and easy to comprehend. Learn at your own pace without missing work. Log on and off at your convenience.

Once you have completed the classroom and online training we will send you a course completion certificate to deliver to the appropriate Board. Live instruction includes information regarding business practices and business entities. There will also be guest speakers from local building departments to review local ordinances.

**SAVE BIG BUCKS, CALL NOW!**

## **TUITION ONLY \$259**

#### Class Dates

**PLEASE CONTACT  
AAA CONSTRUCTION  
FOR NEXT AVAILABLE CLASS**

#### Class Location

Permit Center Building  
4040 Lewis Speedway  
St Augustine, FL 32084

## **CALL NOW 904 - 722 - 9994 !**



**AAA CONSTRUCTION SCHOOL, INC.**

[www.aaaconstructionschool.com](http://www.aaaconstructionschool.com)

**904 - 722 - 9994**