

Appendix C: AD #CS-20, License and Permit Requirements (Construction)

HILLSBOROUGH COUNTY
Office of the County Administrator

ADMINISTRATIVE DIRECTIVE #CS-20

SUBJECT: LICENSING AND PERMITTING REQUIREMENTS FOR COUNTY CONSTRUCTION WORK

EFFECTIVE DATE: MAY 13, 2005

EXPIRATION DATE: MAY 13, 2007

SUPERSEDES: NEW

PURPOSE

The purpose of this Administrative Directive is to establish a uniform, County-wide policy for all departments engaged in contracting for construction work on County projects and for assuring that appropriately licensed contractors are used and permits are obtained, when required.

DEFINITION

Construction Work – A combination of labor and materials, or labor only, for the repair, retrofit, renovation, construction, demolition, or maintenance of county-owned property.

RESPONSIBILITIES

It is the responsibility of all Departments under the County Administrator to comply with this Directive.

APPLICABILITY

Chapter 489, Florida Statutes, generally requires that all construction work in excess of \$1,000 in value must be performed by a licensed contractor. Two exceptions from such licensing include:

- Work performed in the right-of-way.
- Work performed by a government agency's own forces under \$200,000 in value.

POLICY

1. Departments must ensure that contractors working on County construction projects are appropriately licensed under Chapter 489, F.S. Ultimate responsibility for compliance with F.S. 489 lies with the licensed contractor. County staff is responsible for verifying that a contractor is appropriately licensed before proceeding with the procurement award.
2. If a permit is required for construction work performed by a contractor or by county staff, the work shall be performed under an appropriate permit.

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3. Department staff having responsibility for overseeing construction work must be appropriately trained to comply with this policy.
 4. To assist staff, the Building Services Division of the Planning and Growth Management Department has compiled a list of common types of construction work and licenses and permit requirements associated with each type of construction.
 5. Staff preparing a scope of construction work must determine whether the work requires a licensed contractor, what kind of license is required and whether the work will require a permit. The requirements for the type of license and permit shall be included in the scope of work.
 6. The County project manager or staff person assigned to oversee the project shall ensure that the contractor has been informed of the requirement to obtain the appropriate permit(s).
 7. The Building Services Division, Planning and Growth Management Department and the Purchasing Department will provide support and guidance to departments in implementing this policy.

OVERSIGHT RESPONSIBILITY: Building Services Division and Planning and Growth Management Department.

Approved By: _____
County Administrator Date