



## Application Instructions for Local Specialty and State Registered (Certificate of Competency)

Any inquiries regarding the following instructions should be directed to Contractor Licensing

Email: [licensing@HCFLGov.net](mailto:licensing@HCFLGov.net)

### 1. WHO SHALL FILE FOR A CERTIFICATE OF COMPETENCY (CONTRACTOR'S LICENSE):

Any resident or non-resident of Hillsborough County who intends to operate a business or qualify a partnership, firm or corporation; or contract or sub-contract (except where exempted by law) as an individual in the City of Tampa, Temple Terrace, Plant City, and/or Hillsborough County under any regulated contractor classification. Approval for licensing is granted by the appropriate Hillsborough County Board of Adjustment, Appeals, and Examiners. The Boards are Building, Electrical, Mechanical, and Plumbing. Hereafter referred to as "Board". **See Trades Which Require a License.**

### 2. APPLICATION FEE:

A **non-refundable** application fee of **\$280** is required.

### 3. IMPORTANT GUIDELINES FOR APPLICATION SUBMITTAL AND YOUR PROTECTION:

**For your protection – do not submit any documents with protected personal information.** This includes, but is not limited to, information such as social security numbers, driver's license numbers, bank or credit card account numbers, or any other information which could potentially compromise your identity or credit. Redact or "mark out" any such information prior to sending any documents.

### 4. CREDIT REPORT AND CRIMINAL BACKGROUND CHECK:

Contractor Licensing will obtain your criminal background check and credit report. Should there be any items of concern, you will be provided with a copy of the report. **Do not include a credit or background report with your application submittal.**

### 5. BOARD HEARING:

The Board reviews applications for approval. Hearing attendance is not mandatory but is highly recommended in order to answer any questions the Board may have. You will be notified **by email** regarding hearing date, time, and location. The Building Board meets monthly. The Electrical, Mechanical, and Plumbing Boards meet quarterly. Contact Contractor Licensing directly for a schedule of Board hearing dates.

### 6. EXAMINATION:

Upon Board approval, Contractor Licensing will provide your contact information to a third-party testing agency. The agency will contact you directly. All exam scheduling, payments, locations, and instructions will be handled by the testing agency. They will also provide a list of reference materials for the exams.

There are 2 (two) exams required of each license and the **minimum score required is 75%**. One exam is on the fundamentals of the trade; the second exam is on basic Florida business law. Exams are open book. Verify with the testing agency their policy regarding all rules and procedure.

Consideration for persons qualifying under the American Disabilities Act may be arranged through the testing agency. In order to qualify, the applicant must meet ADA requirements and furnish required documentation from a doctor to the testing agency.



## **7. RECIPROCITY APPLICANTS:**

Reciprocity refers to exams scores only. Exams are recognized for reciprocity in most counties in the state of Florida. Hillsborough County reciprocates only with jurisdictions which reciprocate in turn. If you did not score a minimum of **75%** on either part of the exam, the Board will require that you re-test. For additional checklist items specific to reciprocity: **See Checklist for Application Submittal.**

## **8. LICENSE REGISTRATION AND FEES:**

After Board approval and proof of passing exam scores, you will complete registration and pay license fees on HillsGovHub. You will need proof of general liability policy, worker's compensation policy or exemption, and a Hillsborough County Code Compliance Bond.

The registration cycle begins on August 31<sup>st</sup> of odd numbered years. Registration fee is \$140 for a 2-year cycle; \$70 if registering in an even numbered year.

## **9. STATE REGISTRATION:**

Some trades will require registration with the State of Florida before the license can be activated in Hillsborough County. **See Trades Which Require a License.** It is the applicant's responsibility to contact the Department of Business & Professional Regulation (DBPR) to register their license. Information can be found on the DBPR web site [www.myfloridalicense.com](http://www.myfloridalicense.com). You are required to continue renewing **both** the Hillsborough County registration and State of Florida registration (inquire with the DBPR regarding their renewal process).

A state registered license is valid only in the issuing jurisdiction and you will have to apply for reciprocity in other jurisdictions. All licenses listed as requiring state registration are offered as CERTIFIED directly through the DBPR. It is suggested to research if the CERTIFIED license may be a better option for you because the CERTIFIED license valid statewide.

## **10. LICENSE RENEWALS:**

If a license registration is not renewed for more than **2 consecutive years**, you must apply for reinstatement and appear before the Board. The Board may require re-testing. If the license is not renewed for a period of **5 years or more**, the license becomes invalid and you must apply as a new applicant, including retesting.

## **11. APPROVED APPLICATION REQUIREMENT:**

If a license is not activated within 18 months of Board approval, the approval becomes void and you must begin the licensing process as new applicant.

## **12. DENIED APPLICATIONS:**

Applications which are denied by the Board cannot re-apply less than 6 months from date of Board denial. Re-submittals will require payment of the full application fee. A new background check and credit report will be made a part of the re-submittal package. Denied applications are kept for a period of 18 months from date of the original Board Hearing.



## Suggested Guidelines for Credit Report and Experience Details

**The following information can significantly aid in Board determination of your eligibility to obtain a Contractor's License/Certificate of Competency. In order to submit an application that best represents you as an individual, please review the below carefully.**

### **CREDIT AND CRIMINAL BACKGROUND CHECK:**

Members of the Board are required to ascertain whether an applicant for a Contractor's License/Certificate of Competency demonstrates current good credit. Therefore, it is incumbent upon an applicant to review his or her credit report prior to appearing before the Board and be prepared to explain any discrepancies existing at that time. If there are significant issues with your credit report or if you believe there are errors, it is in your best interest to supply additional information to the Board from other sources showing evidence of good credit, such as the establishment of a recent line of credit with a business partner/suppliers, or updated accounts reflecting their current payment status. These items should be officially issued by companies on letterhead or company statements and have account numbers (where applicable).

Copies of evidence or official relevant information regarding flagged items shall be provided to the building department no later than ten (10) days prior to the hearing. Bringing documents to the hearing is not recommended as the Board collectively spends hours of their own time reviewing applications and cannot give an accurate and thorough review of additional data during the hearing. The Board reserves the right to not admit the materials if brought to the hearing.

For any flagged items on your background check, please provide written explanation and any official court documents that may be relevant to the charges.

### **VERIFICATION OF CONSTRUCTION EXPERIENCE:**

Members of the Board are required to ascertain whether applicants demonstrate the appropriate amount of hands-on experience to qualify for the Certificate of Competency (Contractor's License) in the trade in which you are applying. Your experience can only be verified by a contractor of the same trade or a trade that includes the scope of work for which you are applying.

Please provide explicit information and/or explanations to make it easier for the Board to evaluate your past work. You may do this on your Work History form. Also, have the Contractor on your Verification of Experience form include such details. Describe the type of hands-on work performed. Describe the kind of buildings, structures, or projects worked upon. Give any details that might aid in evaluating your experience. Attach additional page(s) as necessary.

If you are from a State that does not license contractors or trade specialties, the Board will most likely require a verification from a registered architect or professional engineer that can attest to your past work experience. Verification from a family member is not acceptable. Furthermore, the person verifying your work experience must have his/her signature notarized in accordance with applicable laws. Please verify these requirements.



## Checklist for Application Submittal

### ITEMS ARE REQUIRED FOR UPLOAD WITH APPLICATION SUBMITTAL:

- Verification of Construction Experience forms (2 pages)**
- Two (2) personal/character reference letters (NON-WORK related & to be dated and notarized)**
- OPTIONAL** - Copies of any certificates of completion from any accredited school or program
- ADDITIONAL ITEM THAT MAY BE REQUIRED:**  
If the contractor verifying your work experience is not a **Certified State of Florida contractor**, a copy of his/her contractor's license is required. The license **must have required testing** for the license holder to be qualified to complete the Verification of Experience form.

### THE FOLLOWING ITEMS ARE REQUIRED FOR RECIPROCITY APPLICATIONS ONLY (in addition to the above documents):

- If applying for Reciprocity, please have the County/Jurisdiction in which you took your exams send a letter of reciprocity prior to application submittal to Hillsborough County.
- If applying for Reciprocity, include a copy of all contractor licenses you hold in any other County/Jurisdiction (and from the State of Florida if your trade is required to be registered with the state) with your application.

**Illegible, incomplete, or altered documents will not be accepted.**

**\*\*\*Documents cannot be notarized by family members\*\*\***

### INSURANCE AND BOND DOCUMENTS:

**Do not submit any insurance or bond documents with your application.** General liability policy, worker's compensation policy or exemption, and the Hillsborough County Code Compliance Bond are required when you are ready to register for your license.



## Trades Which Require a License in Hillsborough County

<p>The trades below are local specialty licenses only and <u>do not require</u> additional registration with the State of Florida.</p> <p>Years of experience required is located next to the trade. One year = 2,000 hours</p>	<p>The trades below <u>require</u> additional registration with the State of Florida Department of Business and Professional Regulations (DBPR). See <u>State Registration</u> section in instructions.</p> <p>Years of experience required is located next to the trade. One year = 2,000 hours</p>
Aluminum Structure (1)	General Contractor (4)
Carpentry (1)	Building Contractor (4)
Concrete (1)	Residential Contractor (4)
Demolition (1)	Roofing Contractor (4)
Drywall (1)	
Garage Door Installation (1)	Electrical, Master (6)
Glass & Glazing (1)	Electrical, Residential (3)
Hurricane Shutters (1)	Electrical, Low Voltage (3)
Insulation (1)	Electrical, Alarm System Contractor I (3)
Irrigation (1)	Electrical, Alarm System Contractor II (3)
Marine Contractor (4)	Electrical, Signs (3)
Masonry (1)	
Painting (1)	Mechanical (4)
Paving (1)	Class A Air Conditioning (4)
Plaster & Stucco (1)	Class B Air Conditioning (4)
Siding, Windows & Doors (1)	
Signs, non-electrical (1)	Plumbing (4)
Solar (4)	Natural Gas (2)
Structural Steel (1)	Pool/Spa Commercial (4)
Tile & Marble (1)	Pool/Spa Residential (4)
Waterproofing, Guniting & Sandblasting (1)	Pool/Spa Servicing (1)
	Pool/Spa Maintenance (1)
	Underground Utility & Excavation (4)



# Local Specialty and State Registered Verification of Construction Experience

Date: \_\_\_\_\_

In reference to applicant: \_\_\_\_\_  
First Middle Last Suffix

I, \_\_\_\_\_, \_\_\_\_\_  
Print Full Name of License Holder Contractor License # or Certificate #

licensed in: \_\_\_\_\_, hereby certify that I personally have knowledge that the above  
Jurisdiction of License

named applicant has the **EXPERIENCE PERFORMING THE WORK DESCRIBED ON PAGE 2**, having

performed **HANDS-ON** work between \_\_\_\_\_ to \_\_\_\_\_.  
Month/Year Month/Year

**One year of full-time work = 2,000 hours (approximately 167 hours a month)**

**HANDS-ON & FOREMAN/SUPERVISOR CANNOT BE COMBINED AS A TOTAL BUT THEY MAY OVERLAP IN TIME PERIODS**

\_\_\_\_\_ Hours **HANDS-ON** (confirm required minimum hours on trades list)

\_\_\_\_\_ Hours as a **FOREMAN/SUPERVISOR** (if applicable)

**License Holder Signature:** \_\_\_\_\_ **Contact Phone #:** \_\_\_\_\_

**STATE OF FLORIDA  
COUNTY OF HILLSBOROUGH**

Sworn to (or affirmed) and subscribed before me by means of  physical presence or  online notarization, this

\_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_, by \_\_\_\_\_.  
(day) (month) (year) (name of person affirming)

Personally Known OR  Produced Identification

\_\_\_\_\_  
Type of Identification Produced

\_\_\_\_\_  
(Signature of Notary Public - State of Florida)

\_\_\_\_\_  
(Print, Type, or Stamp Commissioned Name of Notary Public)

(Notary Seal)

\_\_\_\_\_  
(Commission Number)

\_\_\_\_\_  
(Expiration Date)

