

BREVARD COUNTY
 LICENSING REGULATION & ENFORCEMENT
 2725 Judge Fran Jamieson Way
 Bldg A
 Viera, FL 32940
 (321) 633-2058 Fax (321) 690-6878

CONTRACTOR EXAMINATION APPLICATION AND FEES

APPLICATION FEES ARE NON-REFUNDABLE

Attach
Recent
Photo

Check category applying for:

TRADE CATEGORY:	APPLICATION FEE:	TRADE CATEGORY:	APPLICATION FEE:
EXCAVATION..... (Landclearing)	\$110.00 ()	MASONRY.....	\$110.00 ()
SWIMMING POOL FINISHING SUBCONTRACTOR.....	\$110.00 ()	FRAMING/CARPENTRY...	\$110.00 ()

The following documents must be submitted with application:

1. Application Fee of \$110.00 – Make checks payable to Board of County Commissioners
2. Copy of driver's license
3. 3 letters from suppliers stating applicant has an account open or supplier will open an account for applicant. Letters must be on business letterhead or notarized. **LETTERS MUST BE ORIGINALS. FAXES OR COPIES WILL NOT BE ACCEPTED.**
4. 3 letters of recommendation from 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 on business letterhead or notarized. **LETTERS MUST BE ORIGINALS. FAXES OR COPIES WILL NOT BE ACCEPTED.**
5. Experience Affidavits from contractor(s) who can verify applicants experience in the specified trade for three (3) years.

1. Name: _____
Last
First
Middle

DO NOT WRITE IN THIS SPACE

EXAM	TEST DATE	GRADE	RECEIPT #

2. Home Address: _____
House Number Street

City State Zip

3. Business Mailing Address: _____
House Number Street

City State Zip

4. Home Phone No. () Business Phone No () _____

5. Fax No. () Social Security No: _____

6. Date of Birth : _____ U.S. Citizen? _____

7. NAME OF BUSINESS: _____

ALL DOCUMENTS MUST SHOW THE SAME PROPER BUSINESS NAME

8. Applicant will conduct business as: (Check One)

_____ Individual _____ Corporation _____ Partnership

9. List your residential addresses for the past five (5) years:

10. List all businesses you have owned, operated, managed or have had an interest of any kind during the past five (5) years:

Business Name	Business Address	Position
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

11. Have you undertaken construction contracts or work that a third party, such as a bonding or surety company, completed or made financial settlements? No ___ Yes _____ If yes, provide a written statement of explanation.
12. Have you had claims or lawsuits filed for unpaid or past due accounts by your creditors as a result of construction operations? No _____ Yes _____ If yes, provide a written statement of explanation.
13. Have you undertaken construction contracts or work which resulted in liens, suites or judgements being filed? No ___ Yes _____ If yes, provide a written statement of explanation.
14. Have you had a lien filed against you by the U.S. Internal Revenue Service or Florida Corporate Tax Division? No ___ Yes _____ If yes, provide a written statement of explanation.
15. Have you made an assignment of assets in settlement of construction obligations for less than the debts outstanding? No _____ Yes _____ If yes, provide a written statement of explanation.
16. 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?
No _____ Yes _____ If yes, provide a written statement of explanation.
17. Have you filed or been discharged in bankruptcy within the past five (5) years?
No _____ Yes _____ If yes, provide a written statement of explanation.
18. 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 (10) years?
NOTE: If you, the applicant/licensee, have had a felony conviction, proof that your civil rights have been restored will be required prior to licensure.
No _____ Yes _____ If yes, provide a written statement of explanation.

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

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 General, Building and Residential
- \$10,000 Alarm I, Alarm II, Solar Water Heating, Specialty Structure, Underground Utility and Swimming Pool
- \$2,500 Drywall, Excavating, Framing/Carpentry, Irrigation, Marine I, Marine II, Masonry, Painting, Swimming Pool Service and Swimming Pool Finishing Subcontractor

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. Cash shall be defined to include a letter of credit.

Please complete the Financial Table:

ASSETS			LIABILITIES		
Cash in Bank			Accounts Payable		
Accounts Receivable			Notes Payable		
Notes Receivable			Accruals		
Inventory, Materials & Supplies			Other		
Other					
Total Current Assets			Total Current Liabilities		
Machinery & Equipment			Mortgages		
			Other		
Real Estate			Total Liabilities		
Prepaid & Deferred Charges			Net Worth (if not Incorp.)		
Other			Capital Stock (if Incorp.)		
Total Fixed Assets			Total Liabilities & Capital		

TOTAL NET WORTH (Assets less Liabilities) _____

I certify that I can meet the minimum net worth requirements.

Applicant's Signature

Date

EXPERIENCE INFORMATION – TO BE COMPLETED BY THE APPLICANT

Present Employer: _____ Telephone: _____

Address: _____

Position Held: _____ Dates of Employment: _____

➤ Name and Address of Previous Employer

Position Held: _____ Dates of Employment: _____

➤ Name and Address of Previous Employer

Position Held: _____ Dates of Employment: _____

➤ Name and Address of Previous Employer

Position Held: _____ Dates of Employment: _____

Total years as Helper: _____ Total years as Foreman: _____

School & Address _____

Other Education (Schools/Degrees): _____

Types of Buildings, structures, projects, or jobs worked on (BE SPECIFIC):

I am aware that after successfully passing the examination I will be required to provide additional documents requested by the County and the State for certification.

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 certified, in all matters connected with its contracting business. Further, I have authority to supervise construction undertaken by myself or such business organization and that I 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.

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.

I acknowledge that pursuant to Florida Statute 489 and the Brevard County Code, 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.

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 time.

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 FLORIDA

COUNTY OF _____

Sworn to and subscribed before me on this _____ day of _____, 20_____, by

Signature of Notary

(Notary Seal)

Personally Known _____ OR Produced Identification _____

Type of Identification Produced _____

Experience Requirements

Applicant must provide Experience Affidavit(s) from contractors whom applicant has worked for recently for a period of three (3) years prior to the effective date of this ordinance.

Other pertinent information: _____

EXPERIENCE VERIFIED BY:

Print Name: _____ Position: _____

Address: _____

Daytime Phone Number: _____

On this _____ day of _____, 20_____, I certify under penalty of perjury the forgoing is true and correct.

_____, License # _____
Signature of Contractor/Supervisor License Number

STATE OF FLORIDA

COUNTY OF _____

Sworn to and subscribed before me on this _____ day of _____, 20_____, by

Signature of Notary (Notary Seal)

Personally Known _____ OR Produced Identification _____

Type of Identification Produced _____

SCHOOLS AND BOOKSTORES

Building Trades Education Services (Books & Prep Classes)	1-800-832-2496
Cam Tech School for Construction (Books Only)	1-800-875-7277
Palm Construction School & Bookstore (Books & Home Study for the Business & Law Exam only No prep classes)	1-800-457-7256
Mike Holt Electric (Classes & some books)	1-800-255-2633
Tom Henry's Electrical (Classes & books)	1-800-642-2633
Construction Bookstore (Books only)	1-800-253-0541
Contractor's Institute (Classes)	1-800-676-3006

Brevard County

Code of Ordinances

Chapter 22, Article VI. Contractors

Division 1. Generally

Section 22-477 Definitions

Excavating contractor means any person or firm qualified and certified by the board whose scope of work is to excavate or remove materials such as rock, gravel, and sand to construct or excavate canals, lakes, levees, including the clearing of land of surface debris and vegetation, the grubbing of roots, the removal of debris, and leveling of the surface lands incidental thereto.

Framing/carpentry contractor means any person or firm qualified and certified by the board whose scope of work is to install any wood products in a building including, but not limited to, rough framing, structural and nonstructural trusses, sheathing and metal framing; and the work of the finish carpentry contractor

Masonry contractor means any person or firm qualified and certified by the board to perform any work to select, cut, and lay brick and concrete block or any other unit masonry products, lay brick and other baked clay products, rough cut and dress stone, artificial stone and pre-cast block, structural glass brick or block and insulated concrete wall units. This work includes placement of reinforcing steel and concrete forming and placing incorporated into the masonry work.

Swimming pool finishing contractor means any person or firm qualified and certified by the board who perform any work limited to the coating or finishing of the interior surfaces of a commercial or residential swimming pool, spa or hot tub with materials such as marcite, water type plaster, fiberglass or other similar use products designed to create a permanent surface coating and which is usually applied with a plasterer's trowel or by pneumatic pressure to a surface which offers an existing mechanical key for the support of such coatings or to which such coating will adhere by suction. Such sub-contractor may also re-finish existing swimming pools, spas or hot tubs, perform minor surface coating repairs, and prepare the surface to be coated for such material as listed above. The swimming pool finishing sub-contractor shall contract with a certified or registered swimming pool/spa contractor or swimming pool/spa service contractor only.