



TOWN OF BEVERLY BEACH, FLORIDA



Contractor Review Board

1769 E. Moody Blvd Bldg 2
Bunnell, FL 32110
Phone: 386-313-4076



RECIPROCITY CHECKLIST

- Application must be filled out completely.
- \$50 Application fee.
- Letter of Reciprocity from jurisdiction which you tested with passing grade of 75% which can be mailed, faxed or emailed to Flagler County.
- Copies of Business and Law Certificates (In class course and Online Course) or 75% Tested.
- Florida Department of State Division of Corporations (Sunbiz.org)
- Workers Compensation or Workers Comp. Exemption
- Liability Insurance (Flagler County Building Department will be the Certificate Holder)
- Pay \$100 for Active License card.



Contractor Review Board

1769 E. Moody Blvd Bldg 2
Bunnell, FL 32110
www.flaglercounty.org
Phone: (386)313-4076
Fax# (386) 313-4102

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, master Electrical, Plumbing, Heat A/C, and Mech., Swimming Pool, Roofing, Utilities, Solar, etc.)

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

SPECIALTY STRUCTURAL TRADES (CLASS II)

** 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

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) 313-4003

NOTE: ADDRESS CHANGES MUST BE PROMPTLY SUPPLIED TO THE LICENSING OFFICE

The County accepts no responsibility for undelivered correspondence or annual 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

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

REFERENCES: List three people, (not relatives) with definite knowledge of your trade qualifications.

FULL NAME	BUSINESS OR HOME ADDRESS	OCCUPATION/BUSINESS
1.		
2.		
3.		

Have you ever been convicted of any crime, adjudged bankrupt or insane, refused a fidelity bond or been refused a Contractor's license or had one revoked? No Yes (If yes explain fully on separate sheet)

Have you ever failed to complete a construction contract? No Yes

Have you ever been convicted of a violation of Chapter 489, Florida Statutes (Construction Industry Licensing Law)?
 No Yes

Have you ever been convicted of a violation of any other contracting regulations? No Yes

SHALL ATTACH PHOTO	Date of Birth: _____ Month Day Year
	Drivers License Number _____
(PHOTO REQUIRED)	Height: _____ Weight: _____ Eye Color: _____ Hair Color: _____
	I hereby certify that the foregoing statements are true and correct to the best of my knowledge and belief.

Signature of Applicant

Date

FOR OFFICE USE ONLY: General Public Practice: _____ Subcontractor Only: _____
Voucher Number: _____ ID Number: _____ Password: _____
License Type: _____ License Number: _____
Exam Date: _____ Exam Grade: _____ Jurisdiction: _____
Business & Law: Exempt: _____ Certificate: _____ Test/Score: _____ Date: _____
Board Vote: Approved: _____ Date: _____ Disapproved: _____ Date: _____

FEES: Fee must accompany application. Fee is not returnable after application has been entered into the records.

All Checks should be made payable to: Flagler County BOCC

Mail to: Contractor Licensing
1769 East Moody Blvd., Bldg. 2
Bunnell, FL 32110
Phone (386)313-4076
Fax (386)313-4102