

Contractor Licensing

1769 E. Moody Blvd Bldg 2
Bunnell, FL 32110



**FLAGLER
COUNTY**
FLORIDA

www.flaglercounty.org

Phone: (386)313-4076

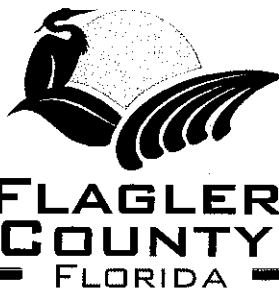
Fax: (386)313-4102

CLASS 2 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)
- Business and Law Course (2) or Exemption or Test 75%
- Let us know when you take exam so we can get results---need 75%
- **Before Active License is Issued**
- File Corporation or fictitious name with – Florida Department of State Division of Corporations (www.Sunbiz.org)
- Workers Compensation Insurance or Workers Compensation Exemption
- Liability Insurance
- Active License Fee \$100
- Contact Tax Collector for your BTR – Business Tax Receipt

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**CLASS II TESTING
CONTRACTOR APPLICANTS
PROCEDURES FOR MAKING APPLICATION AND OBTAINING LICENSE**

YOUR LICENSE WILL LIMIT YOU TO WORK ONLY IN THE TRADE TESTED

STEP 1:

1. OBTAIN APPLICATION
2. OBTAIN TEST INFORMATION (Book list, data on scope for trade and testing Information Bulletin)

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 exempt from the Business & Law requirements with copies of Business Tax Receipts (Occupational Licenses) within Flagler County for the period of 2004-2005, 2005-2006 and 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 REGISTRATION FEE.

(Fill in and complete all blanks to prevent application being returned for completion. Your picture must be attached to the application. Copies of driver's license **not** acceptable)

2. RECEIVE/PICK UP TESTING REGISTRATION FORM FROM CONTRACTOR LICENSING.

STEP 3:

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

1. RETURN TO THE LICENSING DEPARTMENT AND PAY LICENSE FEE OF \$100.00.
2. SUBMIT CORPORATION OR FICTITIOUS NAME DOCUMENTATION.
3. SUBMIT LIABILITY INSURANCE.
4. SUBMIT WORKER'S COMPENSATION INSURANCE OR EXEMPTION. (30 day State wait)
5. CONTACT THE TAX COLLECTOR'S OFFICE REGARDING THE BUSINESS TAX RECEIPT 386-313-4160.

District 1
Charles Ericksen, Jr.

District 2
Frank Meeker

District 3
Barbara Revels

District 4
Nate McLaughlin

District 5
George Hanns

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 STATUTE. IF YOU ARE EXEMPTING FROM WORKERS COMPENSATION WE WILL NEED CURRENT EXEMPTION CERTIFICATE.

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

Liability and Workers Compensation Insurance Certificates made out to:

Flagler County
Building Department/Contractor Licensing
1769 East Moody Blvd. Bldg. 2
Bunnell, Florida 32110
Fax# 386-313-4103

YOUR BIENNIAL RENEWAL FEE IS \$100.00.

If you have questions, call (386-313-4076).

NOTE: IT IS A VIOLATION OF CONTRACTOR LICENSING NOT MAINTAIN CURRENT MAILING ADDRESS INFORMATION AS PER ARTICLE 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 RESPONSIBILITY FOR UNDELIVERED CORRESPONDENCE OR ANNUAL LICENSE RENEWAL NOTICES

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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

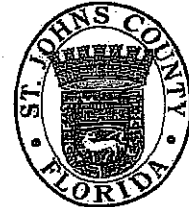
Class Dates

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

904 - 722 - 9994