



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.

Charles Ericksen, Jr.
District 1

Greg Hansen
District 2

David Sullivan
District 3

Nate McLaughlin
District 4

Donald O'Brien Jr.
District 5



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

Contractor Review Board

FLAGLER COUNTY RECIPROCITY APPLICANT 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 to applicants 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.
2. Complete application.
All blanks must be filled in and completed to prevent application being returned for completion. Your picture must be attached to the application; copy of your driver's license is not acceptable.
3. Return with fees.
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, Res. 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 Liability and 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, Florida 32110

If you have questions, call Flagler County Contractor Licensing Dept. (386) 313-4003

NOTE: ADDRESS CHANGES MUST BE PROMPTLY SUPPLIED

The County accepts no responsibility for undelivered correspondence or annual renewal notices.

Revised 9/13/17

Charles Ericksen, Jr.
District 1

Frank Meeker
District 2

Barbara Revels
District 3

Nate McLaughlin
District 4

George Hanns
District 5

Contractor Licensing

1769 E. Moody Blvd Bldg 2
Bunnell, FL 32110



**FLAGLER
COUNTY**
FLORIDA

www.flaglercounty.org

Phone: (386)313-4076

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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

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

(PHOTO
REQUIRED)

Date of Birth: _____
Month Day Year

Drivers License Number _____

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