



**CLASS I CONTRACTOR APPLICANTS
PROCEDURES FOR APPLICATION & TESTING TO OBTAIN LICENSE**

All Forms available on our web-site: www.sjcfl.us/contractorlicensing

STEP 1:

- 1. Obtain application.** All blanks must be filled in and completed. **Incomplete applications will be returned to applicant.**

(PREQUALIFICATIONS FOR MASTER EXAMINATIONS ONLY)

MASTER ELECTRICIANS, PLUMBERS, MECHANICAL & HVAC

- A. At least a minimum of two years verifiable working experience as a licensed Journeyman **OR**,
- B. Have four years verifiable journeyman like experience with test (per Ordinance) **OR**,
- C. Hold a Master's license in another county or state. (We will need a copy of license and proof in writing.)

- 2. Obtain testing information.** Scope of work for the trade in which you are testing and Reference list of books needed and where to purchase them.
- 3. Prepare for trade examination.** (Refer to Prov Testing Voucher for information regarding registration of your test or Prometric Candidate Registration and Scheduling Instructions Bulletin.

STEP 2:

- 1. Return completed application to Licensing Department with the \$55.00 application fee and proof of experience.**
- 2. The Licensing Department will prepare the testing registration Voucher or form. St. Johns County allows exams through two testing providers, Prov and Prometric. Prometric lists dates and deadlines for testing in their bulletin as well as testing locations. Each examination provider has different book lists. You cannot buy the books listed on a Prov book list and schedule a test with Prometric or buy books on a Prometric book list and test with Prov.**
- 3. Follow the directions for the exam provider you have chosen so you will be scheduled for the correct test.**

STEP 3:

- 1. Obtaining license after Passing exam and obtaining Business & Law: (*Passing grade of 70% or above*)**

NOTE: ALL CLASS I CONTRACTORS ARE REQUIRED TO EITHER ATTEND AND COMPLETE AN APPROVED CONSTRUCTION "BUSINESS & LAW" COURSE OR TAKE THE BUSINESS AND LAW EXAMINATION WITH PROMETRIC OR PROV AND OBTAIN A 70% OR HIGHER ON THE EXAM PRIOR TO APPEARING BEFORE THE CONTRACTOR REVIEW BOARD. ** You may be Exempt in St. Johns County only from this requirement if you have held an occupational license or contractor's license in the construction field between 1993 & 1995. You must submit qualifying proof. *

2. PREPARATION FOR FINAL LICENSURE:

- A. Return to the Licensing Department and pay an inactive license fee of \$35.00.**
- B. Submit Corporation and / or Fictitious name documentation.**
- C. Submit Certificate of Liability Insurance.** (Certificate of Liability must be made out to SJC as the certificate holder and come directly from your insurance company.)
- D. Submit Worker's Compensation Certificate of Insurance or Construction Exemption.** (Certificate of Worker's Compensation Insurance must be made out to SJC as the certificate holder and come directly from your insurance company)
- E. Schedule date to appear before Contractor Review Board.**
- F. Once you have been approved through the Contractor Review Board and you have registered your license with DBPR you will then receive an Active Registered State License.**
- G. Bring Your State Registered License to our office and pay a \$71.00 Active Fee. You will then receive your Active St Johns County Contractors License.**
- H. Contact the Tax Collectors office regarding your need for a business tax receipt (formerly "occupational license") at (904) 209-2250.**

ACTIVE CONTRACTOR INSURANCE REQUIREMENTS

- General Contractors and Building Contractors liability requirement is \$300,000 bodily injury; \$50,000 for one person and \$50,000 property damage; **Liability for all other Class I Contractor categories is \$100,000.00** bodily injury, \$50,000.00 for one person and \$25,000.00 for property damage.
 - Workers Compensation is also required as per Florida Statute. If you are exempt from Workers Compensation we will need a current Construction Exemption Certificate.
- ** INSURANCES MUST BE IN THE NAME OF THE COMPANY THE LICENSE HOLDER WILL BE QUALIFYING AND MUST HAVE THEIR NAME LISTED ON THE CERTIFICATE. HE/SHE MUST BE INCLUDED IN THE POLICY. IT IS THE INDIVIDUAL WITH THE LICENSE THAT IS THE RESPONSIBLE PARTY.**

INSURANCE CERTIFICATES

Liability and Workers Compensation Insurance Certificates made out to:

St. Johns County Contractor Licensing
4040 Lewis Speedway
St. Augustine, Florida 32084
EMAIL: conlicen@sjcfl.us
FAX: (904) 827-6847

Licensing Reminders:

- **YOUR BIENNIAL RENEWAL FEE IS \$106.00.** (Subject to change without notice. Please contact Licensing Department.)
- **Address, Business name and/ or contact information changes, must be promptly supplied to our office for updating.**
- **The County accepts no responsibility for undelivered correspondence or annual license renewal notices. If you have questions, call (904) 827-6820 or email: conlicen@sjcfl.us .**