



St. Johns County Board of County Commissioners

Growth Management | Building Services Division

CLASS II CONTRACTOR APPLICANTS PROCEDURES FOR MAKING 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.**
- 2. Obtain testing information.** (Scope of work for trade you are testing for and Reference list of books.)
- 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.**

Your license will limit you to work as a Sub Contractor, per note below:

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 WITH PROV OR PROMETRIC AND OBTAIN A 70% OR HIGHER ON THE EXAM.

*** You may be Exempt 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. ***

STEP 3:

1. **Obtaining license after passing exam.** (*Passing grade of 70% or above*)
2. **PREPARATION:**
 - A. **Return to the Licensing Department and pay license fee of \$106.00.**
 - B. **Submit corporation and or fictitious name documentation.**
 - C. **Submit certificate of liability. (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 insurance or Construction Exemption. (Certificate of worker's compensation 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 to obtain license.**
 - F. **Contact the Tax Collectors office regarding your need for a business tax receipt. (Formerly "occupational license") at (904) 209-2250.**

ACTIVE CONTRACTOR INSURANCE REQUIREMENTS

- Liability for all categories **\$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 THE LICENSE HOLDER'S 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 & 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:

- **You cannot contract directly with the public without proving your "Business & Law" knowledge as previously outlined.**
- **Address, Business name and 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.**
- **YOUR BIENNIAL RENEWAL FEE IS \$106.00. (Subject to change without notice. Please contact the Licensing Department) If you have questions, call (904) 827-6820 or email conlicen@sjcfl.us .**