



## St. Johns County Board of County Commissioners

Growth Management | Building Services Division

### CLASS III CONTRACTOR APPLICANTS PROCEDURES FOR MAKING APPLICATION & OBTAINING LICENSE

All forms available on our web-site: [www.sjcfl.us/contractorlicensing](http://www.sjcfl.us/contractorlicensing)

#### **STEP 1:**

**1. Obtain & complete application** – All blanks must be filled in and completed. **Incomplete applications will be returned to applicant.** In order to have a complete application, Applicants must submit all documentation listed below and fees at time of Application submittal:

**2. Pay application fee \$55.00.**

**3. Pay license fee \$106.00.**

**4. 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.)

**5. 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.)

**6. Submit corporation and or fictitious name documentation.**

**7. Three letters of reference** – (Verifiable name, address and phone numbers of reference along with reference's signature must be on all letters submitted.)

**\*\*Letters must be specific about work done by the applicant, in the trade being applied for.**

**\*\*All letters must reference the applicant's name, not company\*\***

**\*\*St. Johns County Contractor Licensing Department must have all required documents by the deadline date to secure your position on the agenda to appear before the Contractor Review Board.\*\***

**8. Schedule date to appear before the Contractor Review Board to obtain License.**

**Your license will limit you to work only 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 provide qualifying proof. \*\*

**9. Contact Tax Collectors office regarding your need for a business tax receipt (Formerly known as an “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 your 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 & Workers Compensation Insurance Certificates made out to:

**St. Johns County Contractor Licensing  
4040 Lewis Speedway  
St. Augustine, Florida 32084  
Email: [conlicen@sjcfl.us](mailto: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.
- NOTE: 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. (Fees Subject to change without notice. Please contact the Licensing Department)  
If you have questions, call (904) 827-6820 or email: [conlicen@sjcfl.us](mailto:conlicen@sjcfl.us) .

