



MANATEE COUNTY APPLICATION FOR LOCAL LICENSURE

- (a) **COMPLETE APPLICATION** - Please answer all questions and complete all portions of the application. Have your signature notarized.
- (b) **ORDER A PERSONAL CREDIT REPORT** from a nationally recognized retail credit bureau. APPLICANTS APPLYING TO UPGRADE THEIR LICENSE OR WHO HAVE **EVER** PREVIOUSLY COMPLETED BUSINESS IN THE CONSTRUCTION INDUSTRY MUST ALSO SUBMIT A **BUSINESS** CREDIT REPORT. SUBMIT THIS UNOPENED WITH THIS APPLICATION. DO NOT OPEN THE ENVELOPE AND SUBMIT WITH APPLICATION UNSEALED.
- (c) **VERIFICATION OF WORK EXPERIENCE** - Experience is to be verified by an affidavit from a licensed contractor that you are/were employed by in the same discipline in which you are applying. Verification forms are attached for your convenience. Forms verifying work experience should be signed by the license holder (aka: current/former employer) and that signature must be notarized. The license number(s) must be listed on the affidavit. **The applicant is not authorized to fill out the affidavit to verify work experience.** The details of your job description need to be specific. Vague answers will be returned.
- (d) **CHARACTER RECOMMENDATION** - Attach three (3) original letters of personal character recommendation or reference.
- (e) **ADDITIONAL INFORMATION** - Attach any additional information that you feel will be helpful to the Board's decision, such as copies of licenses, certifications.
- (f) **APPLICATION FEE** - A \$150.00 application fee is to be paid at the time the application is submitted. **An application submitted without the application fee will be returned.** Check should be made payable to Manatee County.
- (g) **CRIMINAL BACKGROUND CHECK** - from the Florida Department of Law Enforcement: P.O. BOX 1489, Tallahassee, FL 32302, (850) 410-8109, or <http://www.fdle.state.fl.us>. If you are making application and have ever lived outside of the State of Florida, submit a criminal background check from the appropriate state agency or agencies.

FOR AN APPLICATION TO BE CONSIDERED, ALL ITEMS LISTED MUST BE SUBMITTED TO MANATEE COUNTY BUILDING AND DEVELOPMENT SERVICES DIVISION. CONTRACTOR LICENSING SECTION. PLEASE SUBMIT ORIGINAL DOCUMENTS, NO COPIES WILL BE CONSIDERED. AT THIS DEPARTMENT'S REQUEST, YOU MAY BE REQUIRED TO SUPPLY ADDITIONAL DOCUMENTATION NOT LISTED FOR FURTHER CONSIDERATION.

GENERAL INFORMATION

Applicants shall have two (2) years from the date of application, or the date of any CTB action on the application, whichever occurred later, in which to complete all requirements for obtaining a Certificate of Competency, including passing any required examinations for a Certificate of Competency within the aforesaid two (2) year period shall result in the application and any approvals relating to that application becoming void.

- A. ALL APPLICANTS MUST APPEAR before the Construction Trades Board (hereinafter referred to as CTB).
- B. Once your corrected, completed application has been reviewed by this department, you will be mailed a certified letter, which must be signed for. This letter will advise you of the meeting date, time and location for which you are expected to attend.
- C. After you have received the Board's approval, you will be given instructions on how to schedule your examination with a testing facility. This will be given to you by our office.
- D. Effective February 1, 1993, all applicants will be required to pass the two-hour Business and Law examination, in addition to the technical exam, prior to the issuance of a license.
- E. The technical examination and the Business and Law exam is required. Exam fees are paid directly to the testing agency.
- F. The passing grade for all examinations is 75%.
- G. After passing the examination, your test scores must be approved by the Construction Trades Board for issuance of a Competency Card. You are not required to attend this meeting.
- H. There is a \$25.00 fee for the examination application. The examination application will need to be submitted to the testing agency. There will be a separate fee payable to them as well upon scheduling the examination.
- I. If an exam is not passed, there is a \$25.00 re-exam application fee that must be submitted to this department.

MINIMUM NET WORTH REQUIREMENTS ARE AS FOLLOWS:

IF APPLYING FOR:	MINIMUM NET WORTH REQUIREMENT:
Mason/Concrete/Masonry/Garage Door installer	\$ 2,500
CLASSIFICATION OF CERTIFICATES OF COMPETENCY AVAILABLE:	NUMBER OF YEARS THAT MUST BE VERIFIED FOR CLASSIFICATION:
Masonry	2 years
Mason/Concrete	2 years
Garage Door Installer	2 years

LICENSE FEES ARE NOT DUE UNTIL YOUR APPLICATION HAS BEEN APPROVED BY THE CTB. AFTER THE CTB APPROVAL, YOU WILL NEED TO SUBMIT THE APPROPRIATE FEE TO THIS DEPARTMENT. FEES WILL BE AS FOLLOWS:

Masonry/Concrete/Mason/Garage Door installer	\$ 30.00 per year
Inactive License	\$ 30.00 per year

APPLICANT CHECKLIST:

- Completed Application
- Personal Credit Report - **unopened**
- Business Credit Report (if applicable) - **unopened**
- Work Verification Affidavit(s) or (tax returns for the same required years showing you in the profession of that trade).
- Three (3) original letters of personal character reference
- Letter of Reciprocity (if applicable) with test scores and good standings from all jurisdictions in which you are licensed.
- Current copy of Certificate of Competency (if applicable) for a jurisdiction in which you are active.
- Criminal background check, as directed on previous page
- Certificate of Insurance for: (if applicable)
 - General Liability
 - Workers Compensation or Exemption (if applicable)
- Copy of current photo identification.
- \$150.00 application fee.
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For an application to be considered, the items above must be submitted to Manatee County Building Department, Licensing Section.

AT THIS DEPARTMENT'S REQUEST, YOU MAY BE REQUIRED TO SUPPLY ADDITIONAL DOCUMENTATION NOT LISTED FOR FURTHER CONSIDERATION.

YOU HAVE REQUESTED AN APPLICATION TO QUALIFY FOR A MANATEE COUNTY CERTIFICATE OF COMPETENCY. AFTER ALL THE REQUIREMENTS FOR LICENSURE HAVE BEEN MET, THIS LICENSE WILL ALLOW YOU TO PERFORM SPECIFIC CONSTRUCTION TRADE WORK IN THE UNINCORPORATED AREAS OF MANATEE COUNTY. THIS WORK WILL BE RESTRICTED TO THOSE FUNCTIONS COVERED BY THE SCOPE OF THAT SPECIFIC LICENSE AS SPECIFIED BY MANATEE COUNTY ORDINANCE 14-08 AND FLORIDA STATE STATUE 489.

THE STATE CERTIFIED LICENSE IS ISSUED SOLELY BY THE STATE OF FLORIDA AND IS VALID STATEWIDE. THE MANATEE COUNTY CERTIFICATE OF COMPETENCY IS A MANATEE COUNTY LICENSE ONLY. THE COUNTY EXAM SCORE MAY BE RECIPROCATED TO MOST FLORIDA COUNTIES OR JURISDICTIONS. CHOOSING TO BE LICENSED IN OTHER COUNTIES OR JURISDICTIONS MAY REQUIRE AN APPLICATION AND APPROVAL PROCESS PRIOR TO BECOMING LICENSED IN THAT PARTICULAR JURISDICTION. YOU WILL NEED TO INQUIRE WITH THEM TO DETERMINE THEIR LOCAL REQUIREMENTS.

IF YOU HAVE ANY QUESTIONS, CONTACT THIS DEPARTMENT AT 748-4501 extension 3802, OR SEND A MESSAGE TO THE E-MAIL ADDRESS OF: cindi.blake@mymanatee.org.

IF YOU WISH TO INQUIRE ABOUT THE A STATE CERTIFIED LICENSE, YOU MAY CALL (850) 487-1395 EXAMINATION DEPARTMENT, OR YOU MAY REQUEST AN APPLICATION BY WRITING TO:

THE DEPARTMENT OF BUSINESS AND PROFESSIONAL REGULATIONS, CILB;
1940 NORTH MONROE STREET TALLAHASSEE, FL 32399-0782 ATTENTION: EXAM DEPARTMENT
YOU MAY ALSO VISIT THE FOLLOWING WEB PAGE: WWW.STATE.FL.US/DBPR

APPLICANT NAME: _____

Have you ever:

- (a) **Contracted or performed any activity outside of the scope of work, contained in the definition of the trade in which you are applying for licensure? Yes () No ()**

- (b) **Disregarded or violated, in the performance of your contracting business, any of the building, safety, health insurance or worker's compensations laws of the State of Florida or any local Jurisdiction? Yes () No ()**

- (c) **Aided or abetted an unlicensed person to avoid the licensing requirements of the state or local authority or allowed the use of your license by an unlicensed person with the intent to evade the licensing requirements of the state or local authority? Yes () No ()**

- (d) **Been judged in violation or found guilty of any fraudulent act? Yes () No ()**

- (e) **Are there any liens, suits or judgments of record pending against the construction operation of your company? Yes () No ()**

LIST ALL JURISDICTIONS IN WHICH YOU HAVE EVER BEEN LICENSED TO DO CONSTRUCTION WORK:

_____	_____
_____	_____
_____	_____



Building & Development Services
Permitting Section
1112 Manatee Ave W 4th Floor
Bradenton, FL 34205
Phone: (941) 748-4501 ext 3800
www.mymanatee.org

License Classification Applied For: **Masonry ()**
Concrete ()
Mason/Concrete ()
Garage Door Installer ()

This form must be completed and signed by a State Certified or Locally Licensed Contractor that you have been employed by. In lieu of this form Federal Income Tax may be provided for the years of experience required. Tax records must show you in the trade in which you are applying for.

Applicants Name: _____

Address: _____ City: _____ State: _____

License Classification Applied for: _____

Name of licensed person verifying work experience: _____

Company Name: _____

License Number: _____

Address of Company: _____

Position(s) held by the Applicant: _____

Length of Employment: _____

Date of Hire: _____ Date Terminated: _____ Full () Part time ()

Type of work performed (Please be specific): _____

 Signature of License Holder

State of _____

County of _____

The foregoing instrument was acknowledged before me on this _____ day of 2016 by

_____ who is personally know to me or produced ID and did or did not take an oath.

Notary Signature _____

Commission:
 My Commission Expires:

Stamp:

PERSONAL FINANCIAL STATEMENT As of the ____ day of _____, 20__

Name: _____

Address: _____

For the purpose of obtaining a contractor's license in Manatee County, I furnish the following as a true and correct statement of my financial condition on the date named above, and agree to notify you of any material changes affecting my financial condition. In the absence of such notice, this is to be considered a continuing statement.

ASSETS		
Cash on Hand		
Stocks and Bonds		
Accounts and Notes Receivable		
Real Estate Owned (Market Value)		
Automobile(s) Owned (Market Value)		
Other (Specify)		
Other (Specify)		
TOTAL ASSETS		

LIABILITIES (List amounts owed)		
Mortgage(s) (balance owed)		
Bank Notes Payable		
Federal and State Income Taxes Payable () Current () Delinquent		
Loans Against Life Insurance		
Current Credit Card(s) (balances owed)		
Other (Specify)		
Other (Specify)		
TOTAL LIABILITIES		
TOTAL ASSETS		
*NET WORTH		



**Building & Development Services
 Permitting Section
 1112 Manatee Ave W 4th Floor
 Bradenton, FL 34205
 Phone: (941) 748-4501 ext 3800
 www.mymanatee.org**

AFFIDAVIT

Before me this day personally appeared _____ who, attests that the information contained in this application is true and correct to the best of their knowledge, and that they will comply with all regulations, laws and codes applicable to work and that they will not undertake any work that is not within the scope of the license being applied for.

It is agreeable that any untruth or incorrect statement contained in this application will be considered fraudulent and becomes sufficient reason, without recourse, to revoke any license issued.

Further, I grant Manatee County permission to photocopy my application, including the credit report and any legal documents, for the purposes of the Construction Trades Board.

 Applicant's signature

State of _____

County of _____

The foregoing instrument was acknowledged before me on this _____ day of 2016 by

_____ who is personally know to me or produced ID and did or did not take an oath.

Notary Signature _____

Commission:
 My Commission Expires:

Stamp: