



MANATEE COUNTY APPLICATION FOR LOCAL LICENSURE JOURNEYMAN ELECTRICAL OR PLUMBING

- (a) **COMPLETE APPLICATION** - Please answer all questions and complete all portions of the application. Have your signature notarized.
- (b) **VERIFICATION OF WORK EXPERIENCE** - Experience is to be verified by an affidavit from a licensed contractor that you are/were employed by. 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.
- (c) **CHARACTER RECOMMENDATION** - Attach three (3) original letters of personal character recommendation or reference.
- (d) **ADDITIONAL INFORMATION** - Attach any additional information that you feel will be helpful to the Board's decision, such as copies of licenses, certifications.
- (e) **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.
- (f) **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. The technical examination and the Business and Law exam is required. Exam fees are paid directly to the testing agency.
- E. The passing grade for all examinations is 75%.
- F. 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.
- G. 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.
- H. If an exam is not passed, there is a \$25.00 re-exam application fee that must be submitted to this department.

APPLICANT CHECKLIST:

- Completed Application
- Work Verification Affidavit(s)
- Three (3) original letters of personal character reference
- Criminal background check, as directed on previous page
- Copy of current driver's license or photo Identification
- Application fee of \$150.00

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, AS SPECIFIED BY MANATEE COUNTY ORDINANCE 14-08 AND FLORIDA STATE STATUE 489.

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.

APPLICANT NAME: _____

Have you ever:

- (a) **Have you ever been refused a license? Yes () No ()**
- (b) **Had a license suspended or revoked? Yes () No ()**
- (c) **Performed work without a license if a license was required? Yes () No ()**
- (d) **Issued a Citation for unlicensed activity? Yes () No ()**

LIST ALL JURISDICTIONS IN WHICH YOU HAVE EVER BEEN LICENSED TO DO CONSTRUCTION WORK AND INCLUDE YOUR COMPETENCY NUMBER AS WELL:



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 **Journeyman Electric ()**

Journeyman Plumbing ()

This form must be completed and signed by a State Certified or Locally Licensed Contractor that you have been employed by within the same discipline.

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:



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 Permitting Section
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 Bradenton, FL 34205
 Phone: (941) 748-4501 ext 3800
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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: