

WHAT YOU NEED TO BECOME LICENSED WITH OKALOOSA COUNTY DEPT OF GROWTH MANAGEMENT IF YOU ARE

*****STATE REGISTERED*****

IF YOU “GRANDFATHERED IN” WITH ANOTHER COUNTY, WE **CANNOT** ACCEPT YOUR LICENSE IN THIS COUNTY UNLESS YOU TAKE AND PASS THE AN APPROVED TESTING AGENCY EXAM.

IF YOU TOOK THE **TRADE AND BUSINESS & LAW EXAMS** IN ANOTHER COUNTY THAT WE HAVE A RECIPROCAL AGREEMENT WITH, THE FOLLOWING ITEMS ARE REQUIRED:

- A. ____ You must contact sponsoring county and request that they mail a reciprocal letter to us stating all the particulars of the examinations. (Must be prepared, proctored, and graded by an approved testing agency, your grade (75% is passing), applicant number, which trade, etc. must be listed. **We will accept a fax, emailed or mailed copy from county.**
- B. ____ You will also need to contact the testing agency for a letter. Prometric @ (800) 280-3926 (request a **duplicate score letter**); GITS @ (800) 997-2129 (request a **grade verification letter**); PROV @ (866) 720-7768 x103 (provide applicant number);

NOTE: Please notify licensing staff if exam(s) are older than three (3) years from original examination date(s).

**** BOTH LETTERS MUST SHOW INFORMATION FOR TRADE AND BUSINESS & LAW EXAMS. ****

ONCE THE RECIPROCAL AGREEMENT PROCESS IS COMPLETE THE FOLLOWING ITEMS ARE REQUIRED:

1. ____ COPY OF YOUR CURRENT STATE REGISTERED LICENSE.
 2. ____ COPY OF YOUR CURRENT BUSINESS TAX RECEIPT (formally occupational license) FROM A JURISDICTION WITHIN THE STATE OF FLORIDA FOR YOUR PARTICULAR TRADE. (Companies setting up a job site trailer or office in Okaloosa County must have an Okaloosa County business tax receipt.)
 3. ____ GENERAL LIABILITY INSURANCE CERTIFICATE (See Insurance Guidelines for specifics)
 4. ____ WORKER’S COMPENSATION INSURANCE CERTIFICATE, (See Insurance Guidelines for specifics)
- OR
- ____ IF YOU **DO NOT** HAVE EMPLOYEES, WE WILL ACCEPT YOUR WORKER’S COMPENSATION EXEMPTION CARD (If you have partners or officers who have worker’s compensation exemption (Limit 3), please submit a copy of their exemption cards & your company partnership agreement or corporate papers.)
5. ____ LETTER OF AUTHORIZATION FORM. If you are allowing employees, partners, or officers to purchase permits or call for inspections on your behalf you must complete form, have it **notarized**, and will be accepted by fax, email or mailed to us.
 6. ____ OKALOOSA COUNTY APPLICATION FORM.
 7. ____ ACKNOWLEDGEMENT OF COMPLIANCE AFFIDAVIT SIGNED AND NOTARIZED.
 8. ____ OKALOOSA COUNTY COMPETENCY CARD FEE. Please contact our office for the required fee.
Make checks payable to Okaloosa County Dept. of Growth Management.
 9. ____ HOLD HARMLESS AGREEMENT SIGNED, DATED AND WITNESSED.
 10. ____ COPY OF YOUR DRIVERS LICENSE.
 11. ____ COPY OF ARTICLES OF INCORPORATION. Per Florida Statutes 607 & 608 all corporations or limited liability companies must have active Articles of Incorporation in order to transact business within the State of Florida.

****VERY IMPORTANT ALL PAPERWORK MUST RECORD YOUR COMPANY NAME EXACTLY AS IT APPEARS ON YOUR STATE LICENSE. ****

This checklist as well as the forms needed is available on the Growth Management website under licensing at www.co.okaloosa.fl.us

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