



Department of Growth Management

BUILDING CONTRACTOR

“**Building Contractor**” means any person whose services are limited to construction of commercial buildings and single-dwelling or multiple-dwelling residential buildings, which commercial or residential buildings do not exceed three (3) stories in height, and accessory use structures in connection therewith or a contractor whose services are limited to remodeling, repair, or improvement of any size building if the services do not affect the structural members of the building.

ALL APPLICANTS MUST BE 22 YEARS OF AGE OR OLDER

Okaloosa County requires applicants for State Registered or Local Specialty Licenses to appear before the appropriate competency Board for approval prior to testing.

Information Enclosed with Packet:

1. Board Dates and Deadlines
2. Credit Reporting Agency Approved List
3. Application for Board Approval Affidavit
4. Building Contractor Experience Affidavit
5. Employment History Affidavit
6. Verification of Experience Affidavit
7. Acknowledgement of Exam/Licensure Deadline Affidavit
8. Building Construction and Business & Law Book List
9. Board Application Directions

Items required before Board appearance can be granted:

- ___ Credit Report** on yourself from a Department of Business and Professional Regulation approved credit report agency (list enclosed in packet);
- ___ Proof of satisfaction of liens, judgments, and discharge of bankruptcy, if applicable;
- ___ Application for Board Approval Affidavit;
- ___ Building Contractor Experience Affidavit;
- ___ Employment History Affidavit;
- ___ Verification of Experience Affidavit;
- ___ Acknowledgement of Exam/Licensure Deadline Affidavit;
- ___ Copy of Driver License;
- ___ \$25 Board Processing fee (cash, check, money order, MasterCard, Visa or Discover credit/debit cards*) *additional fees applied to credit/debit payments

Credit reports must be mailed directly to Okaloosa County Department of Growth Management from the credit agency. **NOTE: Emailed credit reports will be accepted as long as they are sent directly from the credit reporting agency and can be verified. **PLEASE BE ADVISED:** If the credit report is submitted along with the required documents, **THE ENVELOPE MUST BE SEALED.** If the envelope is opened, the credit report **WILL NOT** be accepted from the applicant.

If you are interested in obtaining your State Certified license, please call the Department of Business & Professional Regulation at **(850) 478-1395** or visit: www.myfloridalicense.com for information.

1250 N. Eglin Parkway, Suite 301, Shalimar, FL 32579
812 E. James Lee Blvd, Crestview, FL 32539
(850) 651-7526

PLUMBING, MECHANICAL & CONSTRUCTION BOARD DATES FOR 2017

Board	Board Meeting date	Applicant's deadline before Board meeting	Agenda's Due
Plumbing - 9am Mechanical - 10am Construction - 3pm	January 25, 2017	January 11, 2017	January 18, 2017
Plumbing - 9am Mechanical - 10 am Construction - 3pm	March 29, 2017	March 15, 2017	March 22, 2017
Plumbing - 9am Mechanical - 10am Construction - 3pm	May 31, 2017	May 17, 2017	May 24, 2017
Plumbing - 9am Mechanical - 10am Construction - 3pm	July 26, 2017	July 12, 2017	July 19, 2017
Plumbing - 9am Mechanical - 10am Construction - 3pm	September 27, 2017	September 13, 2017	September 20, 2017
Plumbing - 9am Mechanical - 10am Construction - 3pm	November 15, 2017	November 1, 2017	November 8, 2017

ELECTRICAL BOARD DATES FOR 2017

Board	Board Meeting date	Applicant's deadline before Board meeting	Agenda's Due
Electrical - 3pm	January 5, 2017	December 22, 2016	December 29, 2016
Electrical - 3pm	February 2, 2017	January 19, 2017	January 26, 2017
Electrical - 3pm	March 2, 2017	February 16, 2017	February 23, 2017
Electrical - 3pm	April 6, 2017	March 23, 2017	March 30, 2017
Electrical - 3pm	May 4, 2017	April 20, 2017	April 27, 2017
Electrical - 3pm	June 1, 2017	May 18, 2017	May 25, 2017
Electrical - 3pm	July 6, 2017	June 22, 2017	June 29, 2017
Electrical - 3pm	August 3, 2017	July 20, 2017	July 27, 2017
Electrical - 3pm	September 7, 2017	August 24, 2017	August 31, 2017
Electrical - 3pm	October 5, 2017	September 21, 2017	September 28, 2017
Electrical - 3pm	November 2, 2017	October 19, 2017	October 26, 2017
Electrical - 3pm	December 7, 2017	November 16, 2017	November 30, 2017

**OKALOOSA COUNTY DEPARTMENT OF GROWTH MANAGEMENT
APPLICATION FOR COMPETENCY BOARD APPROVAL**

APPLICANT'S NAME: _____ DOB: ___/___/___

MAILING ADDRESS: _____

CITY/STATE/ZIP: _____

WORK PHONE: (____) _____ HOME PHONE: (____) _____

MOBILE PHONE: (____) _____ FAX: (____) _____

EMAIL ADDRESS: _____

TYPE OF TRADE: _____

____ Credit Report for Applicant

____ Work History Affidavit

____ Experience Affidavit for Applicant

____ **\$25** fee

Receipt No: _____ Total Paid: _____ Staff Initials _____

____ Have you ever been convicted of a felony?
YES or NO

____ Have you ever been party to an entity that has been in any form of the construction business?
YES or NO

If "yes", please state the name(s) of all entities with which you are or have been associated:

____ Have you ever had a court judgment rendered against you that remains unsatisfied?
YES or NO

____ Have you ever filed for bankruptcy protection in any state?
YES or NO

____ Have you ever lost any license due to failure of the licensee to pay any debt, or failure to abide by the requirements of the license?
YES or NO

If you answer "yes" to any of the above three (3) questions, please attach an explanation.

____ If applying for Class A, Class B or Master Mechanical license, do you currently hold an EPA card allowing you to handle refrigerants?

____ If you have done business in any form of construction or building in any other state, please disclose the state or states in which you were involved:

____ Drivers License

Affidavit of Applicant: I hereby certify that the information contained herein is true and correct to the best of my knowledge and belief.

Applicant's Signature

Date Signed

NOTARY STATE OF _____, COUNTY OF _____

Sworn to and subscribed before me this _____ day of _____, 20____ By _____

Personally Known _____ OR Produced Identification _____ Type of Identification Produced _____

Notary Signature _____

SEAL:

OFFICE USE ONLY

MEETING DATE: _____

MOTION MADE BY: _____ SECONDED BY: _____

VOTE: _____



Department of Growth Management

Acknowledgement of Exam/Licensure Deadlines

Per Okaloosa County Construction Ordinance 07-32, Section 3-3 and Okaloosa County Electrical Ordinance 07-48, Section 3-3. Eligibility, Licensure by Examination:

From the date of Board approval, an applicant shall have one (1) calendar year to have taken and scored a grade of at least seventy-five percent (75%) or above on the Standard Business and Law Exam and on an examination in the particular field for which the application is being made; to be prepared, proctored and graded by the approved testing agency. When the passing score is achieved the applicant shall proceed with application for State licensure. Upon receipt of a State license the applicant shall provide to the Department of Growth Management, the State License, business tax receipt, proof of general liability insurance, worker's compensation exemption/insurance and a hold harmless agreement to obtain a Certificate of Competency. The Department shall issue the Certificate of Competency when the above mentioned documentation is provided and all fees are paid in full.

If an applicant fails to take the exam within the one (1) calendar year after Board approval, then the applicant will be required to reapply to the appropriate Board for re-approval.

Per Okaloosa County Construction Ordinance 07-32, Section 3-12 and Okaloosa County Electrical Ordinance 07-48, Section 3-11. Undeclared Exam Applicants:

Applicants must declare "active" status in Okaloosa County within twelve (12) months from date of notification of passing the examination. If active status is not declared within one (1) year from the date of the original notice, the applicant must appear before the Board for approval to retake the examination.

By signing this affidavit, I understand that I will have one (1) calendar year from the date of Board approval to take and pass the appropriate exams. I further acknowledge that if I fail to complete the requirements, I will be required to reapply as a new applicant in order to obtain re-approval.

I understand once I have passed the required exams, I have twelve (12) months from the exam notification date from the Growth Management Department to declare "active" status in Okaloosa County.

Applicant's Signature

Date Signed

NOTARY INFORMATION:

State of _____ County of _____

The above applicant, whose name is _____
personally appeared before me and is known by me OR has produced the following
identification _____
on this ____ day of _____, 20_____.

Notary's Signature

Commission Expires

SEAL:

**OKALOOSA COUNTY
BUILDING CONTRACTOR'S EXPERIENCE AFFIDAVIT**

APPLICANT NAME: _____ DOB ____/____/____

ADDRESS: _____ CITY _____ ST _____ ZIP _____

PHONE: HOME - (____) _____ WORK - (____) _____

-----**EXPERIENCE INFORMATION**-----

I, _____, am qualifying for the Building Contractor's examination sponsored by Okaloosa County, per Ordinance No. 07-32.

One year of structurally related experience in four (4) or more of the following areas, please circle all that apply:

- | | | | | |
|-----------------------------|---|--------------|---------------------|-----------------|
| Site Work | Excavation | Footings | Piles and pile caps | Column erection |
| Masonry walls | Trusses | Wood framing | Reinforcement bar | Steel erection |
| Formwork | Foundations/Slabs in excess of twenty thousand (20,000) square feet | | Elevated Slabs | |
| Precast Concrete Structures | Formwork for Structural Reinforced Concrete | | | |

Four (4) years of experience is required before the examination can be taken, your experience is broken down as follows:

Mark One:

1. _____ Four (4) years of construction related experience with at least one (1) year of structurally related experience in commercial, industrial, or multiple dwelling residential construction.
2. _____ *A Bachelor's degree in a construction related field (equivalent to three (3) years experience), and at least one (1) year of structurally-related experience in commercial, industrial, or multiple dwelling residential construction.
3. _____ *A Bachelor's degree in a non-construction related field (equivalent to two (2) years experience), and two (2) years of experience in commercial construction of up to three (3) stories, with at least one (1) of those years being structurally-related.
4. _____ *An Associates degree in a construction related field (equivalent to one (1) year of experience), and three (3) years of experience in commercial industrial, or multiple dwelling residential construction, with at least one (1) of those years being structurally related.
5. _____ Possessing an active Residential Contractor's license for at least the previous three (3) years.

For the purpose of experience requirements, a minimum of 2,000 man-hours shall be used in determining one (1) year of work experience, per Okaloosa County Ordinance 07-32.

*** APPLICABLE RELATED DEGREES ARE AS FOLLOWS: CIVIL ENGINEERING, BUILDING CONSTRUCTION, AND ARCHITECTURE. ALL OTHER DEGREES QUALIFY IN THE NON-RELATED CATEGORY. A COPY OF OFFICIAL COLLEGE TRANSCRIPTS/DIPLOMA MUST ACCOMPANY THIS APPLICATION.**

NOTE: MISREPRESENTATION OF INFORMATION ON THIS APPLICATION MAY RESULT IN DENIAL OF THIS APPLICATION. I understand DIRECT KNOWLEDGE does NOT mean I am relying on a statement from the applicant that he/she has met the requirements. Furthermore, knowingly providing false or misleading information and/or committing forgery may be subject to criminal penalties, including, but not limited to those set forth in chapter 817, Florida Statutes and chapter 831, Florida Statutes.

-----**VERIFICATION INFORMATION**-----

THIS SECTION TO BE COMPLETED BY PERSON VERIFYING EXPERIENCE

PLEASE CHECK ONE:

- | | |
|--|---|
| <input type="checkbox"/> A CURRENT STATE CERTIFIED GENERAL OR BUILDING CONTRACTOR | <input type="checkbox"/> ANY CURRENT REGISTERED ENGINEER |
| <input type="checkbox"/> A CURRENT STATE REGISTERED GENERAL OR BUILDING CONTRACTOR | <input type="checkbox"/> ANY CURRENT REGISTERED ARCHITECT |
| <input type="checkbox"/> ANY CURRENT BUILDING OFFICIAL. | |

PRINT NAME OF PERSON VERIFYING EXPERIENCE _____ ADDRESS _____

STATE LICENSE NUMBER _____ PHONE NUMBER _____

I CERTIFY THAT THE ABOVE INFORMATION IS TRUE AND CORRECT THIS _____ DAY OF _____, 20____.

SIGNATURE OF PERSON VERIFYING EXPERIENCE _____ I further acknowledge that I have not knowingly provided false or misleading information.

STATE OF: _____ COUNTY OF: _____

The above license holder, whose name is _____, personally appeared before me and is known by me or has produced identification (type of I.D.) _____ on this _____ day of _____ 20 ____.

Notary's Signature My Commission Expires

EMPLOYMENT HISTORY

Please list in chronological order, starting with most current employment. **ALL RELEVANT EXPERIENCE MUST BE SHOWN**
MUST BE LEGIBLE

NAME OF APPLICANT: _____

Name of Company: _____

Address: _____ Phone: (____) _____ - _____

Position held on job: _____

Length of time on job: FROM: _____ / _____ TO: _____ / _____

Type of work/duties preformed on job: _____

Name of Company: _____

Address: _____ Phone: (____) _____ - _____

Position held on job: _____

Length of time on job: FROM: _____ / _____ TO: _____ / _____

Type of work/duties preformed on job: _____

Name of Company: _____

Address: _____ Phone: (____) _____ - _____

Position held on job: _____

Length of time on job: FROM: _____ / _____ TO: _____ / _____

Type of work/duties preformed on job: _____

Name of Company: _____

Address: _____ Phone: (____) _____ - _____

Position held on job: _____

Length of time on job: FROM: _____ / _____ TO: _____ / _____

Type of work/duties preformed on job: _____

Name of Company: _____

Address: _____ Phone: (____) _____ - _____

Position held on job: _____

Length of time on job: FROM: _____ / _____ TO: _____ / _____

Type of work/duties preformed on job: _____

I CERTIFY THAT THE ABOVE INFORMATION IS TRUE AND CORRECT THIS ____ DAY OF
____ 20 ____.

Signature of Applicant _____

STATE OF: _____ COUNTY OF: _____

Before me personally appeared _____ named above, known and known to me to be the person described in and who executed the forgoing instrument and acknowledged to and before me that executed said instrument for the purposes therein expressed.

Sworn and subscribed before me this _____ day of _____ 20 ____.

Notary Signature

SEAL

OKALOOSA COUNTY VERIFICATION OF EXPERIENCE FORM

Please provide separate sheet if more space is needed. **ALL RELEVANT EXPERIENCE MUST BE SHOWN
MUST BE LEGIBLE**

NAME OF APPLICANT: _____

Type of Project: _____

FROM: ____/____/____ TO: ____/____/____

Number of Floors: _____

Type of Work Performed: _____

Type of Project: _____

FROM: ____/____/____ TO: ____/____/____

Number of Floors: _____

Type of Work Performed: _____

Type of Project: _____

FROM: ____/____/____ TO: ____/____/____

Number of Floors: _____

Type of Work Performed: _____

Type of Project: _____

FROM: ____/____/____ TO: ____/____/____

Number of Floors: _____

Type of Work Performed: _____

Type of Project: _____

FROM: ____/____/____ TO: ____/____/____

Number of Floors: _____

Type of Work Performed: _____

Type of Project: _____

FROM: ____/____/____ TO: ____/____/____

Number of Floors: _____

Type of Work Performed: _____

I CERTIFY THAT THE ABOVE INFORMATION IS TRUE AND CORRECT THIS ____ DAY OF _____ 20____.

STATE OF: _____ COUNTY OF: _____

Signature of Applicant _____

Before me personally appeared _____ named above, known and known to me to be the person described in and who executed the forgoing instrument and acknowledged to and before me that executed said instrument for the purposes therein expressed.

Sworn and subscribed before me this ____ day of _____ 20____.

Notary Signature _____ SEAL



Okaloosa County Department of Growth Management Licensing Department

Residential Building or General Contractor Board Application Directions

This is to assist you in completing your application to appear before the Construction Competency Board in obtaining approval for testing and Okaloosa County Competency Card:

Application for Competency Board Approval Affidavit #51-0707:

- a. Complete Name, date of birth, address, phone/fax numbers, email address and type of trade applying for (i.e. Residential Contractor, Roofing Contractor, Electrical Contractor, etc.);
- b. Circle 'Yes' or 'No' for each of the questions listed on the form.
 1. If answer 'yes' to felony, you will be required to provide the following:
 - a. Date of offense;
 - b. Type of offense charged with;
 - c. Time Served, if any;
 - d. Complete description of charge'
 - e. State felony was in;
 2. If answer 'yes' to judgment, you will be required to provide the following:
 - f. Proof that judgment has been satisfied;
 - g. Proof payment plan is in place;
 3. If answer 'yes' to bankruptcy, you will be required to provide the following:
 - h. Provide copy of Discharge of Bankruptcy;
 4. If answer 'yes' to loss of license due to debt or license requirements, you will be required to provide:
 - i. Written explanation
- c. Applicant must sign form and his/her signature must be notarized.

Credit Report:

The report must be provided from one of the agencies listed on the Credit Reporting Agency Approved List. The credit report can be submitted as follows:

1. Mailed from the credit reporting agency to:
Okaloosa County Dept. of Growth Mgmt.
812 E. James Lee Blvd
Crestview, FL 32539
2. By applicant at the time packet is submitted; Envelope MUST be sealed;
3. Emailed from the credit reporting agency to: rlucas@co.okaloosa.fl.us

Proof of Satisfaction of Liens, Judgment or Discharge of Bankruptcy, if applicable:

Applicant will be required to submit proof that all liens or judgments have been satisfied or payment plan is in place or provide a copy of the discharge of bankruptcy

Residential Building or General Contractor Experience Affidavits #41-0603:

Page 1 – Residential Contractor's Experience Affidavit

1. Complete Name, Address, Contact Numbers and Date of Birth;
2. Circle four (4) or more of the structurally related fields listed on form;
3. Mark one (1) of the areas listed based on related experience;

If applicant using a Bachelor's Degree, it must be issued by an accredited college/university
A licensed contractor* who holds a current and active state license in the fields listed must sign the affidavit and their signature must be notarized.

*If the contractor signing the affidavit is licensed outside of the State of Florida, please make him/her aware that Licensing Staff will be contacting them as required by the Competency Boards

Page 2 – Employment History

1. Complete Company Name employed by;
2. Complete Address and phone number;
3. Complete position held with company;
4. Complete length of time employed showing starting (month/year) and ending or current (month/year)
5. Type of work/duties performed – please be as descriptive as possible. May use additional paper if needed.
6. Signature of Applicant must be notarized;

Page 3 – Verification of Experience

This form is needed to show the one (1) year or more of structural experience as pertaining to residential construction.

1. Complete Name;
2. Type of Project;
3. Begin Date (month/year) to End Date (month/year);
4. Number of stories on project;
5. Type of work performed – please be as descriptive as possible showing all aspects of experience;
6. Signature of Applicant must be notarized;

Acknowledgement of Exam/Licensure Deadline Affidavit #57-0913:

Applicant must sign affidavit and his/her signature must be notarized

NOTE: All forms submitted must be an original.



Prov
 13614 Progress Blvd
 Alachua FL 32615-9496
 Telephone: (866) 720-7768

Website: www.provexam.com

You have received this email in response to your request for Exam Information for Okaloosa County. The information below describes the examination you expressed interest in taking. To receive more general information about the testing program, you may click on the "Candidate Information Bulletin" link below to download a candidate bulletin that provides more detailed information about the testing rules and processes.

[Candidate Information Bulletin.](#)

Building Contractor

Number of Questions	70
Time allowed (hours)	3
Subject Area	# Quest.
Plan Reading & Estimating	10
Sitework	5
Concrete	11
Masonry	8
Structural Steel	4
Carpentry & Metal Framing	10
Roofing	4
Associated Trades	3
Interior Finishes	4
Exterior Finishes	4
Safety	7

References

2012 Study Guide for Structural Steel , 2012. ISBN: 978-1-269-08432-1. Pearson, 501 Boylston Street, Suite 900, Boston, MA 02116. Available at www.provbookstore.com

Building Code Requirements for Masonry Structures , 2011. American Concrete Institute, 38800 International Way, Country Club Dr, P.O. Box 9094, Farmington Hills, MI 48333. Available at <http://www.concrete.org/>.

Concrete Finishing Level Two , 1999. ISBN: 978-0-13-014860-5. Prentice Hall, P.O. Box 11071, Des Moines, IA 50336. Available at <http://nccer.pearsonconstructionbooks.com>.

Florida Building Code 5th edition - Building , 2014. ISBN: Item #:5601L14. International Code Council, 4051 West Flossmoor Road, Country Club Hills, IL 60478. Available at www.iccsafe.org.

Masonry Level Three , 2005. ISBN: 978-0-13-109169-6. Prentice Hall, P.O. Box 11071, Des Moines, IA 50336. Available at <http://nccer.pearsonconstructionbooks.com>.

Study Guide for Commercial Carpentry, 2nd Edition , 2014. ISBN: 978-1-269-78661-4. Pearson, 501 Boylston Street, Suite 900, Boston, MA 02116. Available at www.provbookstore.com