

PLUMBING, MECHANICAL & CONSTRUCTION BOARD DATES FOR 2016

Board	Board Meeting date	Applicant's deadline before Board meeting	Agenda's Due
Plumbing - 9am Mechanical - 10am Construction - 3pm	January 27, 2016	January 13, 2016	January 20, 2016
Plumbing - 9am Mechanical - 10 am Construction - 3pm	March 30, 2016	March 16, 2016	March 23, 2016
Plumbing - 9am Mechanical - 10am Construction - 3pm	May 25, 2016	May 11, 2016	May 18, 2016
Plumbing - 9am Mechanical - 10am Construction - 3pm	July 27, 2016	July 13, 2016	July 20, 2016
Plumbing - 9am Mechanical - 10am Construction - 3pm	September 28, 2016	September 14, 2016	September 21, 2016
Plumbing - 9am Mechanical - 10am Construction - 3pm	November 16, 2016	November 2, 2016	November 9, 2016

ELECTRICAL BOARD DATES FOR 2016

Board	Board Meeting date	Applicant's deadline before Board meeting	Agenda's Due
Electrical - 3pm	January 7, 2016	December 17, 2015	December 23, 2015
Electrical - 3pm	February 4, 2016	January 21, 2016	January 28, 2016
Electrical - 3pm	March 3, 2016	February 18, 2016	February 25, 2016
Electrical - 3pm	April 7, 2016	March 24, 2016	March 31, 2016
Electrical - 3pm	May 5, 2016	April 21, 2016	April 28, 2016
Electrical - 3pm	June 2, 2016	May 19, 2016	May 26, 2016
Electrical - 3pm	July 7, 2016	June 23, 2016	June 30, 2016
Electrical - 3pm	August 4, 2016	July 21, 2016	July 28, 2016
Electrical - 3pm	September 1, 2016	August 18, 2016	August 25, 2016
Electrical - 3pm	October 6, 2016	September 22, 2016	September 29, 2016
Electrical - 3pm	November 3, 2016	October 20, 2016	October 27, 2016
Electrical - 3pm	December 1, 2016	November 17, 2016	November 23, 2016



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 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 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: _____

FLORIDA CONSTRUCTION INDUSTRY LICENSING BOARD

Credit Reporting Agencies – For Reference Only

(This listing is **not all inclusive**. You may submit credit reports from agencies not included on this list, so long as they meet the criteria listed in 61G4-12.011(12), Florida Administrative Code.)

DBPR cannot recommend or endorse a particular credit reporting agency. The list provided below includes the agencies that we are aware of that currently meet the Board's reporting requirements. It is provided solely as a courtesy to assist you in locating resources. The Department specifically disclaims any responsibility for the quality or cost of services provided by the agencies listed below.

Note to Applicants: Effective April 10, 2012, personal credit reports must contain a FICO derived credit score to meet application requirements. It is the applicant's responsibility to ensure the credit reporting agency includes the FICO derived score on the credit report submitted to DBPR.

ATLANTIC BEACH

Credit, Business, & License
Solutions dba
www.dbprcreditreport.com
PH 800.600.2155

BRANDON

Network Credit Services
PH 813.685.5678

CORAL GABLES

Supreme Credit Information
Services
PH 305.665.3315

CRYSTAL RIVER

USA Credit Bureau
PH 888.474.2270

FORT LAUDERDALE

Credit Bureau Services, Inc. dba
www.elicensereport.com
PH 954.561.1400

Lumbermen's dba
www.FloridaCreditReports.com
PH 954.771.2100
TOLL FREE 800.496.4826

Licenses, Etc.
www.licensesetc.com
PH 954.573.2700

FORT MYERS

Merit Credit
www.meritcreditservices.com
PH 239.277.3202
TOLL FREE 800.371.3348

FORT WALTON BEACH

C.B. Services Credit Bureau
PH 850.862.2134

JACKSONVILLE

CBJ Associates Inc
PH 904.723.5533

Lexis/Nexis
PH 678.694.4809

LANTANA

Credit Search
PH 561.791.9458

MIAMI

A & A Credit Corp.

Merchant's Association

Premium Credit Bureau
PH 305.468.1560

NAPLES

1st United CRS dba
www.unitedcrs.com
PH 239.206.1049

Contractor Licensing Inc

Licenses, Etc.
www.licensesetc.com
PH 239.777.1028

Merit Credit
www.meritcreditservices.com
PH 239.277.3202
TOLL FREE 800.371.3348

ORLANDO

National Association of Credit
Management d/b/a NACM South
Atlantic
www.nacmsouthatlantic.com
PH 407.299.7491 / 800.393.6226

ORMOND BEACH

Dragnet Credit & Tenant Screening
PH 386.676.7733

MacData Inc.

OUT OF STATE

AAA Advantage Credit Services
PH 877.296.4600

1st United CRS dba
www.unitedcrs.com
PH 215.501.7224
Credit Plus, Inc.

PH 818.331.1048

Credit Profile & Security Corp.
PENSACOLA
Credit Bureau of Escambia County

SARASOTA

Check Mate
PH 941.366.1819

License Exam Services LLC
PH 941.706.2336

SUNRISE

Associated Credit Reporting, Inc
www.associatedcreditreporting.com
PH 754.216.0025
PH 800.676.7640 (ext. 201)

TAMPA

Contractors Reporting Service
PH 800.487.2084

NACM Tampa Inc
Contact: Cassie Thomas
cthomas@nacmtampa.com
PH 800.352.5882, Ext 292

TALLAHASSEE

1st United CRS dba
www.unitedcrs.com
PH 850.539.8000

Background Research, Inc.

VENICE

National Research Group
PH 941.488.8500

WEST PALM BEACH

Credit Check, Inc.
PH 561.616.5556
TOLL FREE 877.616.5556
www.creditcheckinc.com

Updated: 9/16/15



Department of Growth Management

CLASS A AIR CONDITIONING CONTRACTOR

“Class A Air Conditioning Contractor” means a contractor whose services are unlimited in the execution of contracts requiring the experience, knowledge, and skill to install, maintain, repair, fabricate, alter, extend or design, when not prohibited by law, central air-conditioning, refrigeration, heating, and ventilating systems, including duct work in connection with a complete system only to the extent such duct work is performed by the contractor as is necessary to make complete an air-distribution system, boiler and unfired pressure vessel systems, and all appurtenances, apparatus, or equipment used in connection therewith, and any duct cleaning and equipment sanitizing which requires at least a partial disassembling of the system; to install, maintain, repair, fabricate, alter, extend or design, when not prohibited by law, piping, insulation of pipes, vessels and ducts, pressure and process piping, and pneumatic control piping; to replace, disconnect or reconnect power wiring on the load side of the dedicated existing electrical disconnect switch; to install, disconnect, and reconnect low voltage heating, ventilating, and air-conditioning control wiring; and to install a condensate drain from an air conditioning unit to an existing safe waste or other approved disposal other than a direct connection to a sanitary system. The scope of work for such contractor shall also include any excavation work, incidental thereto, but shall not include any work such as liquefied petroleum or natural gas fuel lines within buildings, except for disconnecting or reconnecting change outs of liquefied petroleum or natural gas appliances, within buildings, potable waterlines or connections thereto; sanitary sewer lines; swimming pool piping and filters; or electrical power wiring.

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. Class A Contractor Experience Affidavit
5. Work History Affidavit
6. Acknowledgement of Exam/Licensure Deadline Affidavit
7. Testing Agency Notification

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;
- ___ Mechanical Contractor Experience Affidavit;
- ___ Employment History Affidavit;
- ___ Acknowledgement of Exam/Licensure Deadline Affidavit;
- ___ \$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

Okaloosa County

Mechanical Contractor's Experience Affidavit

A person shall be entitle to take the examination for the purpose of determining whether he or she is qualified to engage in **Mechanical Contracting, Class A Air Conditioning Contracting, Class B Air Conditioning Contracting, and Sheet Metal Contracting** throughout Okaloosa County if the person is 22 years of age or older and meets eligibility requirements according to one of the following criteria:

- _____ 1. Has received a Baccalaureate degree from an accredited institution in the appropriate field of Engineering, and has one (1) year proven experience in the mechanical field.
(Related degree is Mechanical Engineering)
- _____ 2. Has at least four (4) years of active proven experience as a workman in his trade.
- _____ 3. Has a combination of not less than Two (2) years of proven experience as a skilled workman and not less than two (2) years of credits from an accredited institution level courses relative to the trade in which the applicant is to be tested.

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.

License Applying For	Licensed Individuals Authorized to Sign Experience Affidavit
Class A Air Conditioning	Class A Air Conditioning Contractor, Mechanical Contractor, General, Building or Residential Contractor or Building Official
Class B Air Conditioning	Class A or Class B Air Conditioning Contractor, Mechanical Contractor, General, Building or Residential Contractor or Building Official
Mechanical Contractor	Mechanical Contractor, Class A or Class B Air Conditioning Contractor, General, Building or Residential Contractor or Building Official
Sheet Metal Contractor	Class A or Class B Air Conditioning Contractor, Mechanical Contractor, General, Building or Residential Contractor, Sheet Metal Contractor or Building Official

NOTE: ANY FALSE INFORMATION PROVIDED ON THIS FORM WILL SUBJECT THE PERSON SIGNING TO DISCIPLINARY ACTION. THE PERSON SIGNING MUST BE A LICENSED CONTRACTOR, AND FALSE INFORMATION ON THIS FORM COULD RESULT IN THE LOSS OF LICENSE.

Name of Applicant _____ DOB ____/____/____

Print Name of Person Verifying Experience _____

Address _____

State License Number & State Licensed In _____

Phone Number with Area Code _____

I certify that the above information is true and correct this _____ day of _____ 20____.

Signature of person verifying experience

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



Department of Growth Management Licensing Division

TESTING AGENCY NOTIFICATION

Dear Applicant:

In order to proceed with testing once you have been approved by the appropriate Trade Competency Board you will be required to take the Trade and Business and Law examinations.

Okaloosa County accepts testing under the following testing agencies:

PROMETRIC: Prometric is currently offering all construction trade examinations under the 2010 Florida Building Code. As of this writing, Prometric has not given a date as to when the 2014 Florida Building Code examinations will be provided to our county.

Should you choose to test with this agency, you will be tested under the 2010 Florida Building Code but you will be responsible for performing all work under the current 2014 Florida Building Code as adopted by Okaloosa County once your license has been issued.

The examination sites nearest our county are Pensacola or Panama City and are offered on a monthly basis.

PROV: Prov is currently offering all construction trade examinations under the 2014 Florida Building Code as adopted by Okaloosa County.

The examination site nearest our county, at this time, is at Pensacola State College, and the examinations are offered weekly.

When you have chosen the agency with which you wish to test, please contact our licensing specialist, Rene'e Lucas, and she will email the booklists to you.

OKALOOSA COUNTY

Work History Affidavit

Name of Applicant _____

Home Address _____

Home Phone _____ Work Phone _____ Mobile Phone _____

WORK EXPERIENCE:

Must be listed in chronological order, starting with the most current employment. You may attach additional sheets if necessary in order to give complete and detailed information.

EMPLOYER _____ YOUR TITLE _____

EMPLOYER ADDRESS _____

START DATE (Month/Year) ___/___/___ END DATE (Month/Year) ___/___/___ SUPERVISOR'S NAME _____

YOUR SPECIFIC DUTIES _____

EMPLOYER _____ YOUR TITLE _____

EMPLOYER ADDRESS _____

START DATE (Month/Year) ___/___/___ END DATE (Month/Year) ___/___/___ SUPERVISOR'S NAME _____

YOUR SPECIFIC DUTIES _____

EMPLOYER _____ YOUR TITLE _____

EMPLOYER ADDRESS _____

START DATE (Month/Year) ___/___/___ END DATE (Month/Year) ___/___/___ SUPERVISOR'S NAME _____

YOUR SPECIFIC DUTIES _____

EMPLOYER _____ YOUR TITLE _____

EMPLOYER ADDRESS _____

START DATE (Month/Year) ___/___/___ END DATE (Month/Year) ___/___/___ SUPERVISOR'S NAME _____

YOUR SPECIFIC DUTIES _____

EMPLOYER _____ YOUR TITLE _____

EMPLOYER ADDRESS _____

START DATE (Month/Year) ___/___/___ END DATE (Month/Year) ___/___/___ SUPERVISOR'S NAME _____

YOUR SPECIFIC DUTIES _____

EMPLOYER _____ YOUR TITLE _____

EMPLOYER ADDRESS _____

START DATE (Month/Year) ___/___/___ END DATE (Month/Year) ___/___/___ SUPERVISOR'S NAME _____

YOUR SPECIFIC DUTIES _____

Applicant Signature _____ **Date** _____

STATE OF _____ **COUNTY OF** _____

The foregoing document was acknowledged before me this _____ day of _____, 20____

By _____

Who is personally known by me or produced the following identification _____

Signature of Notary Public

SEAL: