



Department of Growth Management

MASTER MECHANICAL CONTRACTOR

“Mechanical 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, with 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, lift station equipment and piping, 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, pneumatic control piping, gasoline tanks and pump installations and piping for same, standpipes, air piping, vacuum line piping, oxygen lines, nitrous oxide piping, ink and chemical lines, fuel transmission lines, liquefied petroleum gas lines within buildings, and natural gas fuel lines within buildings; 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 potable water lines 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. Mechanical Contractor Experience Affidavit
5. Work History Affidavit
6. Acknowledgement of Exam/Licensure Deadline Affidavit
7. Master Mechanical and Business & Law Book List
8. 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;
- ____ Mechanical Contractor Experience Affidavit;
- ____ Employment History 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 2018

| Board | Board Meeting date | Applicant's deadline before Board meeting | Agenda's Due |
|--|--------------------|---|--------------------|
| Plumbing - 9am Mechanical - 10am Construction - 3pm | January 31, 2018 | January 17, 2018 | January 24, 2018 |
| Plumbing - 9am Mechanical - 10 am Construction - 3pm | March 28, 2018 | March 14, 2018 | March 21, 2018 |
| Plumbing - 9am Mechanical - 10am Construction - 3pm | May 30, 2018 | May 16, 2018 | May 23, 2018 |
| Plumbing - 9am Mechanical - 10am Construction - 3pm | July 25, 2018 | July 11, 2018 | July 18, 2018 |
| Plumbing - 9am Mechanical - 10am Construction - 3pm | September 26, 2018 | September 12, 2018 | September 19, 2018 |
| Plumbing - 9am Mechanical - 10am Construction - 3pm | November 14, 2018 | October 31, 2018 | November 7, 2018 |

ELECTRICAL BOARD DATES FOR 2018

| Board | Board Meeting date | Applicant's deadline before Board meeting | Agenda's Due |
|------------------|--------------------|---|--------------------|
| Electrical - 3pm | January 4, 2018 | December 14, 2017 | December 21, 2017 |
| Electrical - 3pm | February 1, 2018 | January 18, 2018 | January 25, 2018 |
| Electrical - 3pm | March 1, 2018 | February 15, 2018 | February 22, 2018 |
| Electrical - 3pm | April 5, 2018 | March 22, 2018 | March 29, 2018 |
| Electrical - 3pm | May 3, 2018 | April 19, 2018 | April 26, 2018 |
| Electrical - 3pm | June 7, 2018 | May 24, 2018 | May 31, 2018 |
| Electrical - 3pm | July 5, 2018 | June 21, 2018 | June 28, 2018 |
| Electrical - 3pm | August 2, 2018 | July 19, 2018 | July 26, 2018 |
| Electrical - 3pm | September 6, 2018 | August 23, 2018 | August 30, 2018 |
| Electrical - 3pm | October 4, 2018 | September 20, 2018 | September 27, 2018 |
| Electrical - 3pm | November 1, 2018 | October 18, 2018 | October 25, 2018 |
| Electrical - 3pm | December 6, 2018 | November 15, 2018 | November 29, 2018 |



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 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: _____



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

Website: arkiv.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.](#)

Business and Law

| | |
|-----------------------|-----------------|
| Number of Questions | 50 |
| Time allowed (hours) | 2 |
| Subject Area | # Quest. |
| Business Organization | 2 |
| Licensing | 3 |
| Lien laws | 2 |
| Tax Laws | 5 |
| Safety OSHA | 3 |
| Labor Laws | 8 |
| Contract Management | 9 |
| Project Management | 6 |
| Estimating & Bidding | 4 |
| Financial Management | 5 |
| Risk Management | 3 |

References

FLORIDA - NASCLA Contractors Guide to Business, Law and Project Management , 1st. ISBN: 1-934234-92-3 OR 978-1-934234-92-1. NASCLA, 23309 N. 17th Drive, Building 1, Unit 110, Phoenix, AZ 85027. Available at www.nascla.org or www.provbookstore.com. Please note, the Florida Business and Law Study Guide for Contractors (published by Prov) is permitted as a substitute.

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.

1st United CRS dba

www.unitedcrs.com
PH 239.206.1049
PH 850.539.8000
PH 215.501.7224

A & A Credit Corp.

AAA Advantage Credit Services
PH 877.296.4600

API Processing - Licensing, Inc.

www.apiprocessing.com
PH 954.567.0013
PH 800.947.6939

Associated Credit Reporting, Inc.

www.associatedcreditreporting.com
PH 754.216.0025
PH 800.676.7640 (ext. 201)

AVS Screening

PH 850.862.2134

Background Research, Inc.

CBJ Associates Inc.

PH 904.723.5533

Check Mate

PH 941.366.1819

Contractor Licensing Inc.

Contractors Reporting Service

PH 800.487.2084

Credit Bureau of Escambia County

Credit Bureau Services, Inc.

dba www.elicensereport.com
PH 954.561.1400

Credit, Business, & License Solutions dba

www.dbprcreditreport.com
PH 800.600.2155

Credit Check, Inc.

www.creditcheckinc.com
PH 561.616.5556
TOLL FREE 877.616.5556

Credit Plus, Inc.

PH 818.331.1048

Credit Profile & Security Corp.

Credit Search

PH 561.791.9458

Dragnet Credit & Tenant Screening

PH 386.676.7733

Licenses, Etc.

www.licensesetc.com
PH 239.777.1028
PH 954.573.2700

License Exam Services LLC

PH 941.706.2336

Lumbermen's dba

www.FloridaCreditReports.com
PH 954.771.2100
PH 813.358.7633
PH 407.956.2237
TOLL FREE 800.496.4826

MacData Inc.

Merchant's Association

Merit Credit

www.meritcreditservices.com
PH 239.277.3202
TOLL FREE 800.371.3348

NACM Tampa Inc.

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

NACM South Atlantic

www.nacmsouthatlantic.com
PH 407.299.7491, Ext 115
TOLL FREE 800.393.6226

National Research Group

PH 941.488.8500

Network Credit Services

PH 813.685.5678

Premium Credit Bureau

PH 305.468.1560

Supreme Credit Information Services

www.supremebureau@comcast.net
PH 786.266.1407
FAX 305.665.3315

USA Credit Bureau

PH 888.474.2270

Updated: 1/18/18



State of Florida

Department of Growth Management Licensing Division

List of EPA Card Training & Testing Providers

Mingledorff's of Ft. Walton Beach

76 Beal Pkwy SW

(850) 244-2017

(Additional locations in Pensacola and Panama City)

Johnston Supply of Ft. Walton Beach

117 Hollywood Blvd NE

(850) 362-6880

(Additional locations in Pensacola and Panama City)

Wittichen Supply of Ft. Walton Beach

125 Hollywood Blvd NE

(850) 664-2740

Locklin Vo-Tech

5330 Berryhill Road

Milton

(850) 983-5700

Choice Applied Tech

1976 Lewis Turner Blvd.

Ft. Walton Beach

(850) 833-3500

812 E. James Lee Blvd

Crestview, FL 32539

(850) 651-7526

(850) 651-7184 FAX



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.](#)

Master Mechanical

| | |
|----------------------|-----------------|
| Number of Questions | 100 |
| Time allowed (hours) | 4 |
| Subject Area | # Quest. |
| General Knowledge | 16 |
| Piping | 12 |
| Systems & Sizing | 31 |
| Equipment | 16 |
| Maintenance | 16 |
| Plan Reading | 9 |

References

Advanced Mechanical Study Guide, 2013. ISBN: 978-1-269-09518-1. Pearson, 501 Boylston Street, Suite 900, Boston, MA 02116. Available at www.provbookstore.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.

Florida Building Code 5th edition - Energy Conservation, 2014. ISBN: Item #:5681L14. International Code Council, 4051 West Flossmoor Road, Country Club Hills, IL 60478. Available at www.iccsafe.org.

Florida Building Code 5th edition -Fuel Gas, 2014. ISBN: Item #:5661L14. International Code Council, 4051 West Flossmoor Road, Country Club Hills, IL 60478. Available at www.iccsafe.org.

Florida Building Code 5th edition -Mechanical, 2014. ISBN: Item #:5631L14. International Code Council, 4051 West Flossmoor Road, Country Club Hills, IL 60478. Available at www.iccsafe.org.

HVAC Basics for Contractors, 2nd Edition, 2013. ISBN: 978-1-269-23865-6. Pearson, 501 Boylston Street, Suite 900, Boston, MA 02116. Available at www.provbookstore.com.

Intermediate Mechanical Study Guide, 2013. ISBN: 978-1-269-09524-2. Pearson, 501 Boylston Street, Suite 900, Boston, MA 02116. Available at www.provbookstore.com.

Manual N - Commercial Load Calculations, 2008. ISBN: 978-1892765383. Air Conditioning Contractors of America, 2800 Shirlington Road, Suite 300, Arlington, VA 22206. Available at <http://www.acca.org>.

Residential Load Calculations - Manual J. Air Conditioning Contractors of America, 2800 Shirlington Road, Suite 300, Arlington, VA 22206. www.acca.org

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: 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.

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 _____ 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 _____



Okaloosa County

Department of Growth Management

Licensing Department

Class A Class B Mechanical & Sheet Metal Contractor Board Application Directions

This is to assist you in completing your application to appear before the Mechanical 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@myokaloosa.com

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

Class A/Class B Mechanical and Sheet Metal Contractor Experience Affidavit #10-0503:

1. Mark one (1) of the areas listed based on related experience;

If using two (2) years of credits from an accredited institution, a copy of the transcripts must accompany this affidavit.

2. Applicant must complete their name and date of birth;
3. 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

Work History Affidavit #52-0707:

1. Complete your name, address and contact number(s);
2. Complete employer/company name;
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;

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.

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.
ALL RELEVANT EXPERIENCE IN THE FIELD IN WHICH YOU ARE APPLYING FOR MUST BE SHOWN AND MUST BE LEGIBLE.

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
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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: