



## Department of Growth Management

### **UNDERGROUND UTILITIES CONTRACTOR**

**“Underground Utilities Contractor”** means a contractor whose services are limited to the construction, installation, and repair, on public or private property, whether accomplished through open excavations or through other means, including, but not limited to, directional drilling, auger boring, jacking and boring, trenchless technologies, wet and dry taps, grouting, and slip lining, of main sanitary sewer collection systems, main water distribution systems, storm sewer collection systems, and the continuation of utility lines from the main systems to a point of termination up to and including the meter location for the individual occupancy, sewer collection systems at property line on residential or single occupancy commercial properties, or on multi-occupancy properties at manhole or wye lateral extended to an invert elevation as engineered to accommodate future building sewers, water distribution systems, or storm sewer collection systems at storm sewer structures. However, an underground utility and excavation contractor may install empty underground conduits in rights-of-way, easements, platted rights-of-way in new site development, and sleeves for parking lot crossings no smaller than two (2) inches in diameter, provided that each conduit system installed is designed by a licensed professional engineer or an authorized employee of a municipality, county, or public utility and that the installation of any conduit does not include installation of any conductor wiring or connection to an energized electrical system. An underground utility and excavation contractor shall not install any piping that is an integral part of a fire protection system as defined in s.633.021 (8) beginning at the point where the piping is used exclusively for such system.

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#### **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. Underground Utilities Contractor Experience Affidavit
5. Employment History Affidavit
6. Acknowledgement of Exam/Licensure Deadline Affidavit
7. Underground Utilities 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;
- \_\_\_\_ Underground Utilities 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](http://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](http://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
<b>Subject Area</b>	<b># Quest.</b>
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](http://www.nascla.org) or [www.provbookstore.com](http://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.**

### **1<sup>st</sup> 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*



# Okaloosa County

## Department of Growth Management

### Licensing Department

## Plumbing and Underground Utilities Contractor Board Application Directions

This is to assist you in completing your application to appear before the Plumbing 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](mailto: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

### Master Plumbing w/Gas and Underground Utilities Contractor Experience Affidavit #11-0503:

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

If using a Bachelor's Degree, it must be issued by an accredited college/university.

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
Plumbing Contractors Experience Affidavit

A person shall be entitled to take the examination for the purpose of determining whether he or she is qualified to engage in; Master Plumbing With Gas Contracting or Underground Utility and Excavation 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 institution in a related field, and has one (1) year proven experience in the relevant field. (Related degree is Mechanical Engineering or Sanitary Engineering)
- 2. Has at least four (4) years of active proven experience as a workman who has learned his trade by serving an apprenticeship or as a skilled workman who is able to command the rate of a mechanic in his particular trade.
- 3. Has a combination of not less than three (3) years of proven experience as a skilled workman and a diploma or certificate of completion from a bona fide trade school or accredited institution.

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.

Table with 2 columns: License Applying For, Licensed Individuals Authorized to Sign Experience Affidavit. Rows include Master Plumbing w/Gas and Underground Utilities.

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 \_\_\_\_\_





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

**Website:** [www.provexam.com](http://www.provexam.com)

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[Candidate Information Bulletin.](#)

### Underground Utilities

Number of Questions	50
Time allowed (hours)	2
<b>Subject Area</b>	<b># Quest.</b>
Plan Reading & Estimating	6
Survey & Layout	4
Sitework	15
Underground Piping Materials & Fittings	7
Underground Pipe Assembly & Installation	8
Safety	10

### References

**Basic Safety** , 2009. Prentice Hall, P.O. Box 11071, Des Moines, IA 50336. available @ [www.provbookstore.com](http://www.provbookstore.com) or <http://nccer.pearsonconstructionbooks.com>

**Installation Guide for Ductile Iron Pipe** , 2007. Ductile Iron Research Association, 245 Riverchase Pkwy East, Ste. O, Birmingham, AL 35244. Available at <http://www.dipra.org/publications/>

**Study Guide for Utilities Contractors, 2nd edition** , 2014. ISBN: 978-1-269-78571-6. Pearson, 501 Boylston Street, Suite 900, Boston, MA 02116. Available at [www.provbookstore.com](http://www.provbookstore.com)

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
EMPLOYER ADDRESS
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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: