



Board of County Commissioners

DEPARTMENT OF GROWTH MANAGEMENT

Building Division – Contractor Licensing

3600 W Sovereign Path, Lecanto, FL 34461-8070

Phone: (352) 527-5310 (Option #3)

Email: licensing@citrusbocc.com Web: www.citrusbocc.com

Persons who wish to apply for a Competency Card in one of the specialty trades offered by Citrus County (please see page 2 for trades offered) may make application in one of the following categories:

_____ ACTIVE CERTIFICATE OF COMPETENCY: I wish to apply for a Competency Card in the _____ trade. I have taken the exam and passed with a minimum score of 75% in the trade portion and business law portion of the examination. I understand that I will need to obtain a Letter of Reciprocity from my Host County to submit with the application. **We do not accept Competency Cards that were grandfathered in.**

Grade Achieved:

Date of Test: _____ Trade: _____ Bus Law: _____

_____ EXAMINATION FOR CERTIFICATE OF COMPETENCY: I wish to apply for a Competency Card in the _____ trade. I will need to take an examination prepared, proctored, and graded by an approved testing agency who offers exams of this kind. I understand that I must obtain a minimum score of 75% in the trade portion and the business law portion of the examination to be eligible to receive a competency card.

- ✓ ACTIVE status is required **before** engaging in business (contracting or subcontracting), in a trade for which Citrus County requires a Certificate of Competency.
- ✓ INACTIVE status is required to retain a Certificate of Competency, while **not** engaging in business (contracting or subcontracting), in a trade for which Citrus County requires a Certificate of Competency. Failure to retain an INACTIVE status may result in the need for re-application and re-approval by County Administration to obtain a Certificate of Competency.

Please return the completed application and any other required documentation to the Contractor Licensing Division.

A \$100.00 non-refundable application fee is due upon submittal of this application.

If your application is approved, a \$200.00 fee will be due to register and activate your specialty license for two years. The Citrus County Competency Card will renew on a two-year cycle thereafter.



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Checklist for Applicants (Competency Card)

- **Application Fee \$100.00 submitted with application (Non-refundable)**
- A copy of your driver's license
- Completed Application
- Information on business to be qualified
- Current Personal Credit Bureau Report (within last 120 days)
- Profit, Loss & Balance Sheet of Company (If doing business as)
- Current Corporate Credit Bureau Report (if doing business as)
- Required Insurances: General Liability, Workman's Compensation **or** Worker's Comp Exempt
- **Insurance Requirements: All insurance certificates must list Citrus County Building Division as the Certificate Holder. The required insurance policy limits are as follows:**

\$50,000 Property Damage
\$100,000 Injury/Death for one person
\$300,000 Injury/Death for more than one person

- Copy of Business Tax Receipt (if applicable)
- Letter of Reciprocity sent from sponsoring County or City showing test scores (required 75% or higher). Test Score for business and law separated since 02/01/1993 (if coming from another County)
- *If your application is approved*, a \$200.00 fee will be due to register and activate your competency card. The Citrus County Competency Card will renew on a two-year cycle thereafter. At the time of expiration, a \$200.00 fee will be required to renew your card for the next two-year cycle. All competency cards expire on September 30th.

EXPERIENCE ELIGIBILITY REQUIREMENTS

All applicants shall meet one of the experience eligibility requirements set forth below:
(*Excerpt from the Citrus County Code of Ordinances*)

1. Has received a baccalaureate degree from an accredited 4-year college in the appropriate field of engineering, architecture, or building construction, and 1 year of proven experience in the category in which the person seeks to qualify. For the purpose of this rule, a minimum of 2,000 man-hours shall be used in determining full-time equivalency.

2. Has at least 4 years of active 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 field and has at least one year of active experience at the level of foreman who is in charge of a group of workmen, and who usually is responsible to a superintendent or a contractor or the equivalent.

3. Has a combination of not less than one year of experience as a foreman and not less than 3 years of credit from any accredited college level courses; or has a combination of not less than 1 years of experience as a skilled workman, one year of experience as a foreman, and not less than 2 years of college or community college level courses. All junior college or community college level courses shall be considered accredited college level courses.

REQUIRED DOCUMENTS TO OBTAIN A COMPETENCY CARD

- 1) PROOF OF EXAMINATION: Have an approved testing agency, or the County under whose jurisdiction you passed a proctored, and graded examination, send your test results or a Letter of Reciprocity to: **Citrus County Building Division, Attn: Contractor Licensing, 3600 W Sovereign Path, Lecanto, FL 34461**. (Your grade must be 75% or higher on both the trade section and business law). We do not accept grandfathered competency cards.
- 2) CITRUS COUNTY APPLICATION FOR CERTIFICATE OF COMPETENCY: Complete all application pages, sign and have notarized where required. Be certain to complete the **personal financial statement** and submit a personal credit report (**no older than 120 days**). For any company you seek to qualify, submit a **Company Operating Financial Statement, and a Corporate Credit Report (no older than 120 days)**.
- 3) CERTIFICATION OF APPLICANT'S EXPERIENCE: Have the AFFIDAVIT completed by a person with **direct knowledge** of your experience, i.e., an employer, supervisor, building inspector, or licensed contractor. Be certain they complete the Affidavit indicating the specific type of experience and how they have direct knowledge. (See the attached "Experience Eligibility Requirements" Information sheet.)
- 4) STATE REGISTRATION: Once you have received your competency card, it is required that you register your competency card with the State of Florida Division of Business and Professional Regulation. No permits will be issued without valid proof of State Registration.
- 5) GENERAL LIABILITY INSURANCE: Obtain from your Insurance Company a Certificate of Insurance listing the certificate holder as **Citrus County Building Division** providing a minimum coverage of:

Property Damage - \$50,000 Public Liability - \$100,000 / \$300,000
- 6) WORKER'S COMPENSATION: Obtain from your Insurance Company a Certificate of Insurance listing the certificate holder as **Citrus County Building Division, 3600 W Sovereign Path, Lecanto, FL 34461**. If you have an exemption from the State of Florida Worker's Compensation Division, please provide that certificate.



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QUALIFYING CONTRACTOR INFORMATION SHEET

Please provide us with the following information (**use black ink only**):

Company Name: _____

Business Address: _____

City	County	State	Zip Code
------	--------	-------	----------

Home Address: _____

City	County	State	Zip Code
------	--------	-------	----------

Office Tel. #: _____ Qualifier's Cell #: _____

(Required)

(Required)

E-Mail: _____

(Required)

State License #: _____ Competency Card # _____ (if no State License)

Name of people authorized to sign on company's behalf. If no one is authorized other than qualifier, state NONE

Qualifying Contractor Signature

Printed Name

STATE OF FLORIDA

COUNTY OF _____

BEFORE ME, on this _____ day of _____, 20____, personally appeared _____ who affirms that the information provided herein is true and correct and that he/she is the authorized Qualifier for the above-named qualifying company, who is personally known to me, or has produced _____ as identification.

NOTARY PUBLIC

EDUCATIONAL BACKGROUND:

HIGH SCHOOL: _____

ADDRESS: _____

DATES ATTENDED: _____ AREA OF STUDY: _____

TRADE SCHOOL: _____

ADDRESS: _____

DATES ATTENDED: _____ AREA OF STUDY: _____

COLLEGE: _____

ADDRESS: _____

DATES ATTENDED: _____ AREA OF STUDY: _____

OTHER: _____

REFERENCES: (List names, complete addresses, and occupation of **three** character references, excluding relatives, employees, employers, both former and present)

NAME: _____

ADDRESS: _____

CITY: _____ STATE: _____ ZIP CODE: _____

OCCUPATION: _____ PHONE: (____) ____-_____

NAME: _____

ADDRESS: _____

CITY: _____ STATE: _____ ZIP CODE: _____

OCCUPATION: _____ PHONE: (____) ____-_____

NAME: _____

ADDRESS: _____

CITY: _____ STATE: _____ ZIP CODE: _____

OCCUPATION: _____ PHONE: (____) ____-_____

EMPLOYMENT EXPERIENCE: (Starting with the most recent employment record, show experience for a minimum of the **PAST 10 TEN YEARS**)

Name of Employer: _____

Address: _____

Employed from ____/____/____ to ____/____/____

Name of Supervisor: _____

Describe Duties: _____

Name of Employer: _____

Address: _____

Employed from ____/____/____ to ____/____/____

Name of Supervisor: _____

Describe Duties: _____

Name of Employer: _____

Address: _____

Employed from ____/____/____ to ____/____/____

Name of Supervisor: _____

Describe Duties: _____

Name of Employer: _____

Address: _____

Employed from ____/____/____ to ____/____/____

Name of Supervisor: _____

Describe Duties: _____

(Attach Additional Sheet(s) if Necessary)

AFFIDAVIT OF APPLICANT'S WORK EXPERIENCE

FOR NEW APPLICANTS WHO ARE APPLYING TO TAKE THE EXAM

PLEASE BE SPECIFIC WITH DATES. YOU MUST SHOW A TOTAL OF 4 YEARS' EXPERIENCE, ALONG WITH 1 YEAR OF SUPERVISORY EXPERIENCE. ALL INFORMATION WILL BE VERIFIED.

I HEREBY CERTIFY that _____ is/was employed by _____ or has knowledge of the trade as a/an _____, from _____ to _____.

Was employee full or part time? Full Time Part Time

The individual named above worked in a supervisory capacity. Yes No

If yes, how long did this individual work in a supervisory/crew chief/leader position? _____

List in detail his/her duties and describe the scope of work and knowledge of trade. _____

I have direct knowledge of the sworn testimony above. (I am an engineer, architect, inspector, contractor, or employer).

Signature _____ Title _____

Printed name _____ Contractor # (if applicable) _____

Business/name: _____

Address: _____

Florida Statutes §837.06, False Official Statements: Whoever knowingly makes a false statement in writing with the intent to mislead a public servant in the performance of his official duty shall be guilty of a misdemeanor of the 2nd degree.

STATE OF FLORIDA

COUNTY OF _____

BEFORE ME, on this _____ day of _____, 20____, personally appeared _____ who affirms that the information provided herein is true and correct and who is personally known to me, or who produced _____ as identification.

NOTARY PUBLIC

MAKE ADDITIONAL COPIES OF THIS SHEET AS NECESSARY

BUSINESS TO BE QUALIFIED:

BUSINESS NAME: _____

ADDRESS: _____

CITY: _____ STATE: _____ ZIP CODE: _____

BUSINESS PHONE NUMBER: _____

E-MAIL: _____ CELL: _____

IF CORPORATION - NAME CORPORATE OFFICERS AND TITLE:

OFFICER'S NAME: _____

TITLE: _____

ADDRESS: _____

CITY: _____ STATE: _____ ZIP CODE: _____

BUSINESS PHONE NUMBER: _____

E-MAIL: _____ CELL: _____

IF PARTNERSHIP - NAME PARTNERS:

PARTNER'S NAME: _____

ADDRESS: _____

CITY: _____ STATE: _____ ZIP CODE: _____

BUSINESS PHONE NUMBER: _____

E-MAIL: _____ CELL: _____

FINANCIAL AFFILIATION:

NAME OF BANK: _____

ADDRESS: _____

CITY: _____ STATE: _____ ZIP CODE: _____

BUSINESS PHONE NUMBER: _____

CREDIT REFERENCES:

NAME: _____

ADDRESS: _____

CITY: _____ STATE: _____ ZIP CODE: _____

BUSINESS PHONE NUMBER: _____

NAME: _____

ADDRESS: _____

CITY: _____ STATE: _____ ZIP CODE: _____

BUSINESS PHONE NUMBER: _____

NAME: _____

ADDRESS: _____

CITY: _____ STATE: _____ ZIP CODE: _____

BUSINESS PHONE NUMBER: _____

VEHICLES:

I WILL PLACE STATE CERTIFICATION, REGISTRATION, OR LOCAL COMPETENCY CARD NUMBERS ON ALL VEHICLES PER CITRUS COUNTY ORDINANCE.

X _____

PRINTED NAME

Per County Ordinance, you must place or cause to be placed the state registration, certificate of competency number and company name on all vehicles used for production work under authority of his/her contractor's license. Such numbers and letters shall be two inches high and shall be centered on the width of each front door. The above-described registration or competency card numbers shall also be placed in the lower corner of the trunk, tailgate, cargo bed, or bumper, as appropriate, on the driver's side of the rear of each vehicle. License numbers on vehicles shall be clearly visible. This number shall also be included in all advertisements, business cards, bids, proposals, and invoices.

GENERAL APPLICATION QUESTIONNAIRE

1. Have you or a company you qualified ever failed to complete a construction contract?
YES NO

2. Have you ever been refused a building contractor's license?
YES NO

3. Have you ever for any reason had a building contractor's license revoked?
YES NO

4. Have you ever held an interest in or qualified a company, which declared bankruptcy?
YES NO

5. Are there any outstanding liens against you or the company you intend to qualify?
YES NO

6. Are there any outstanding liens against any person or company because of your or the company's failure to complete a contract? YES NO

7. Have you been convicted under Chapter 468 or 489, Florida Statutes?
YES NO

8. Do you or the company you are qualifying have any pending litigation regarding any disputed contract or materials supplied? YES NO

9. Have you ever been convicted of a felony? YES NO

10. Have you, or a company you qualified, been involved in litigation in which a suit was brought? YES NO

If you answered yes to any question(s) above, attach a personally sworn statement describing the complete details and circumstances along with any supporting documentation you think may be appropriate.

If the name of the company you will qualify is a fictitious one and you are the sole proprietor or it is a partnership, you must attach proof of compliance with the Florida Fictitious Name Act.

Signature: _____

Printed Name: _____

STATE OF FLORIDA

COUNTY OF _____

BEFORE ME, on this _____ day of _____, 20____, personally appeared _____, applicant, who states that the above answers are true and correct, who is personally known to me, or has produced _____ as identification.

NOTARY PUBLIC

PERSONAL FINANCIAL STATEMENT

THE UNDERSIGNED HEREBY CERTIFIES THAT THESE STATEMENTS ARE TRUE AND CORRECT AND ACCURATELY REFLECT THE FINANCIAL CONDITION OF THE UNDERSIGNED. YOUR RECEIPT OF THIS STATEMENT SPECIFICALLY ALLOWS YOU TO MAKE ALL INQUIRIES DEEMED NECESSARY TO VERIFY THE ACCURACY OF THIS INFORMATION.

NAME: _____

ASSETS

CASH ON HAND AND IN BANKS	_____
STOCKS, BONDS, SECURITIES	_____
NOTES RECEIVABLE	_____
AUTOMOTIVE VEHICLES	_____
BOATS, MOTORS, TRAILERS	_____
HOUSEHOLD FURNISHINGS	_____
TOOLS EQUIPMENT, ETC.	_____
REAL ESTATE HOLDINGS	_____
OTHER	_____
TOTAL ASSETS	_____

LIABILITIES

PERSONAL CREDIT CARDS, ETC.	_____
SHORT TERM NOTES PAYABLE	_____
AUTOMOTIVE VEHICLES	_____
REAL ESTATE MORTGAGES	_____
HOME EQUITY LOANS	_____
OTHER	_____
TOTAL LIABILITIES	_____

NET WORTH (ASSETS – LIABILITIES) _____

SIGNATURE: _____ **DATE:** _____

INFORMATIONAL ATTACHMENT FOR ALL APPLICANTS
Excerpt from Citrus County Ordinance Number 2017-A16

Sec. 18-41. - Certification and Licensing Requirements.

(a) *Examination.* Any person who is at least 18 years of age who desires to be licensed as a contractor, subcontractor, or specialty contractor in Citrus County shall apply to the Citrus County Building Division, in writing, for a competency card. If the applicant has not taken an approved, proctored examination for his or her trade, he or she must be approved by the Building Division staff prior to taking the examination. This approval will be based on his/her moral character, financial responsibility, and employment experience.

Upon approval of the application, the applicant will take an exam covering the technical, business, and legal aspects associated with the trade. A score of 75% or above on an examination shall be considered a passing grade. Any person failing to pass an examination may re-test within one year of approval of the application. If an individual takes the examination more than one year from the date of approval, the individual must reapply to the Building Division and complete a new application. Each applicant who passes the examination satisfactorily and has proven to the Building Division staff that he or she is of good moral character, possesses the necessary experience in the trade for which the applicant is applying to responsibly engage in the particular trade for which application is made, and has proven his/her financial responsibility, shall be issued a certificate of competency which shall be effective for two years. All competency cards expire on September 30th. If the applicant has already taken an exam of substantial equivalence and scored 75% or above in his or her trade, and has a competency card from another jurisdiction, the applicant must still complete the application, submit a Letter of Reciprocity from the host county, and receive approval from the Building Division before a competency card is issued.

The Citrus County Board of County Commissioners does hereby establish the following rules and standards to be utilized by the Building Division in determining a person's moral character, financial responsibility or experience in a particular trade.

(b) *Approval.* Any person who is at least 18 years of age who desires to be licensed as a contractor, subcontractor, or specialty contractor in Citrus County shall apply to the Citrus County Building Division, in writing, for a competency card. If the applicant has not taken an approved, proctored examination for his or her trade, he or she must be approved by the Building Division staff prior to taking the examination. This approval will be based on his/her moral character, financial responsibility, and employment experience.

(1) *Good moral character.* An applicant has the burden of showing he or she is of good moral character. Good moral character means a personal history of honesty, fairness, and respect for the rights of others and for the laws of this state and nation. When an applicant is found to be unqualified for a competency card due to a lack of experience or good moral character, the Building Division shall furnish the applicant a statement containing the findings with a complete record of the evidence upon which their determination was based, and a notice of the rights of the applicant to appeal the decision to the license compliance special master. He or she may be denied licensure for any of the following offenses: (i) being guilty of making misrepresentations in connection with his business, (ii) having committed a felony in connection with his trade, or (iii) having defrauded the general public in practicing his trade.

(2) *Financial responsibility.* All applicants for a competency card must demonstrate that they are financially responsible. Financial responsibility is defined as the ability to safeguard the public from sustaining economic loss resulting from a contractor's inability to fulfill his lawful obligations under a construction contract. The Building Division shall determine this requirement according to the sworn statements submitted by the applicant that he/she has (i) no unsatisfied judgments against her/him in connection with the practice of the trade for which he is applying for a competency card; (ii) no unpaid past due bills or claims for labor, materials, or services, as a result of construction operations of any persons in the organization which he/she is qualifying; (iii) no liens, suits, or judgments of record as a result of the construction operations of the business

she/he is operating or of the business she/he is qualifying; (iv) no liens of record by any approved agency against the applicant, any business of the applicant or any business the applicant seeks to serve as qualifier, unless said lien is the subject of a repayment agreement with the agency involved and said repayment agreement is current and in good standing. The applicant shall be required to certify and provide proof to the County on an annual basis, under penalties of perjury, that the repayment agreement is current and in good standing.

In addition, an applicant has the responsibility of assuring that he or she is financially responsible by submitting a current financial statement (within the last 120 days) showing current assets, current liabilities, total assets, total liabilities, and net worth. Evidence acceptable to the Building Division staff must demonstrate a net worth in the amount listed below:

- | | | |
|----|------------------------------------|-------------|
| a. | Division I contractor's net worth | \$20,000.00 |
| b. | Division II contractor's net worth | 10,000.00 |
| c. | Specialty contractor's net worth | 2,500.00 |

In addition to the financial statement, **a current credit report (within 120 days)** must be submitted. Failure to submit required information or truthfully answer questions that prove financial responsibility shall be grounds for denial of a Certificate of Competency.

(3) *Eligibility for other than electrical or electrical specialty licensure.* All applicants except for electrical or electrical specialty licensure shall meet at least one of the experience eligibility requirements set forth below:

- a. Has received a baccalaureate degree from an accredited four-year college in the appropriate field of engineering, architecture, or building construction, and one year of proven experience in the category in which the person seeks to qualify. For the purpose of this rule, a minimum of 2,000 man-hours shall be used in determining full-time equivalency.
- b. Has at least four years of active 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 mechanic in his particular field and has at least one year of active experience at the level of foreman who is in charge of a group of workmen, and who is responsible to a superintendent or a contractor or the equivalent.
- c. Has a combination of not less than one year of experience as a foreman and not less than three years of credit from any accredited college level courses; or has a combination of not less than one year of experience as a skilled workman, one year of experience as a foreman, and not less than two years of credits from any accredited college level courses. All junior college or community college level courses shall be considered accredited college level courses.