

**Nassau County Building Department**

**EXAMINATION APPLICATION DIRECTIONS FOR NASSAU COUNTY**

- 1- Fill out application form entirely. **DO NOT LEAVE ANY BLANKS.**
- 2- Include application fee:

Journeyman -           **\$25.00**

Master/Contractor-   **\$40.00**

Make checks payable to: **BOARD OF COUNTY COMMISSIONERS NASSAU COUNTY.**

Send a copy of your driver's license with check

Application fee applies to passing score of 75% or above.

3. **Sponsorship Fee:**                   **\$25.00** (All Categories, applies to all applicants)
- 4- **JOURNEYMAN** All applications **MUST ATTACH A NOTARIZED VERIFICATION OF AT LEAST SIX (6) YEARS EXPERIENCE IN THE FIELD. This verification must be attached to the application.**
- 5- **MASTER** All applications for (Electrical, Plumber, HVAC, Mechanical, Sheet Metal) must **ATTACH A SATISFACTORY VERIFICATION OF ONE OF THE FOLLOWING:**
  - a) Passing a Block examination for the same field as Journeyman.
  - b) Holding a Journeyman Certificate in the same field for at least two years (2).

All applications for Contractor (General, Building, Residential, Swimming Pool, Roofing) **Must Attach A Notarized Verification** of working in the same field for a minimum of four (4) to six (6) years.

**THE VERIFICATION MUST BE ATTACHED TO THE APPLICATION.**

**YOU ARE RESPONSIBLE FOR MAILING THE EXAM FORM YOURSELF TO EXPERIOR.**

- 6- SEE INFORMATION ON ATTACHED PAPERWORK FOR DATE AND INFORMATION TO CONTACT BLOCK AND ASSOCIATES TO TAKE TEST.
- 7- If you have any questions please contact this office at:  
**904-530-6250 or 1-800-948-3364   FAX 904-321-5763**

**Passing grade for PROV exams for all Contractors and Journeyman for Nassau County is 75% or above.**

CONSTRUCTION BOOK STORE  
1-800-253-0541

**Nassau County Building Department  
96161 Nassau Place  
Yulee, Florida 32097  
904-530-6250 & 1-800-948-3364**

DATE \_\_\_\_\_

FILE NUMBER \_\_\_\_\_

**APPLICATION FOR CERTIFICATE OF COMPETENCY**

I hereby make application for a certificate of competency to engage in business or occupation in Unincorporated Nassau County, Florida, as a:

(Note: Circle the category listed below for which you are making application.)

- |   |   |
|---|---|
| 1. GENERAL CONTRACTOR, CLASS A  | 10. MASTER SHEET METAL CONTRACTOR         |
| 2. BUILDING CONTRACTOR, CLASS B   | 11. JOURNEYMAN SHEET METAL CONTRACTOR     |
| 3. RESIDENTIAL CONTRACTOR, CLASS C  | 12. ROOFING CONTRACTOR                    |
| 4. MASTER ELECTRICIAN   | 13. MECHANICAL CONTRACTOR                 |
| 5. JOURNEYMAN ELECTRICIAN   | 14. MASONRY CONTRACTOR                    |
| 6. MASTER PLUMBER   | 15. SWIMMING POOL CONTRACTOR              |
| 7. JOURNEYMAN PLUMBER   | 16. SOLAR WATER HEATING                   |
| 8. MASTER HEATING, AIR CONDITIONING<br>REFRIG. CONTRACTOR, CLASS A B OR C | 17. LIMITED MECHANICAL                    |
| 9. JOURNEYMAN HEATING, AIR CONDITIONING,<br>REFRIGERATION CONTRACTOR      | 18. _____<br>Limited Specialty Contractor |

**QUALIFYING BY :** (check one)

- A. PROV examination \_\_\_\_\_
- B. Reciprocity of PROV Examination with \_\_\_\_\_
- C. Nassau County Review Board (Specialty Trades Only) \_\_\_\_\_

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NAME \_\_\_\_\_ PHONE \_\_\_\_\_

MAILING ADDRESS \_\_\_\_\_

RESIDENCE ADDRESS \_\_\_\_\_  
STREET CITY ZIP CODE

NAME OF FIRM PRESENTLY EMPLOYED \_\_\_\_\_

ADDRESS OF FIRM \_\_\_\_\_ PHONE \_\_\_\_\_

APPLICANTS POSITION WITH THE ABOVE FIRM \_\_\_\_\_

Do you now hold an unexpired certificate from any other city, county or state? \_\_\_\_\_

If yes, where? \_\_\_\_\_ In good standing? \_\_\_\_\_

Indicate below previous experience in the above category:

How long? \_\_\_\_\_ Where? \_\_\_\_\_

WORK HISTORY FOR PAST FIVE YEARS:

Name of Firm                      Where                      When                      Nature of Employment                      Time in Charge                      Reason for Leaving

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

REFERENCES: List three persons who are not related to you and who have definite knowledge of your qualifications necessary for this application.

FULL NAME                                      BUSINESS OR HOME ADDRESS                                      OCCUPATION/BUSINESS

1. \_\_\_\_\_  
2. \_\_\_\_\_  
3. \_\_\_\_\_

Have you ever been convicted of any crime, adjudged bankrupt or insane, refused a bond or been refused a contractor's license or had one revoked? \_\_\_\_\_ (If answer is yes, please explain fully on reverse side)

Have you ever failed to complete a construction contract? \_\_\_\_\_

Have you ever applied for a Nassau certificate in this or any other field before? \_\_\_\_\_

Have you ever been convicted of a violation of Chapter 468, Florida Statutes? (Construction Industry Licensing Law) \_\_\_\_\_

HEIGHT \_\_\_\_\_ DATE OF BIRTH \_\_\_\_\_  
Month Day Year

WEIGHT \_\_\_\_\_

COLOR EYES \_\_\_\_\_

COLOR HAIR \_\_\_\_\_

I hereby certify that the foregoing statements are true and correct to the best of my knowledge and belief.

Business signature of applicant:

\_\_\_\_\_

FOR OFFICE USE ONLY:

CLASSIFICATION \_\_\_\_\_ FEE RECEIPT NO. \_\_\_\_\_

EXAMINATION DATE \_\_\_\_\_ EXAMINATION GRADE \_\_\_\_\_

COMPETENCY CARD NUMBER \_\_\_\_\_

\_\_\_\_\_  
Building Official

\_\_\_\_\_  
Date

### INFORMATION SHEET

- **LAST NAME:** \_\_\_\_\_
  
- **FIRST NAME:** \_\_\_\_\_
  
- **MIDDLE INITIAL:** \_\_\_\_\_
  
- **ADDRESS:** \_\_\_\_\_
  
- **CITY:** \_\_\_\_\_
  
- **STATE:** \_\_\_\_\_
  
- **ZIP:** \_\_\_\_\_
  
- **COUNTY:** \_\_\_\_\_
  
- **PHONE NUMBER:** \_\_\_\_\_
  
- **E-MAIL ADDRESS:** \_\_\_\_\_

**A COPY OF CURRENT DRIVER'S LICENSE AND REQUIRED PROOF OF EXPERIENCE DOCUMENTATION NEEDED MUST BE PROVIDED. NOTARIZED DOCUMENTATION MUST COME FROM A VERIFIABLE LICENSED CONTRACTOR IN THE SAME FIELD OR GREATER. SEE ATTACHED LIST OF LICENSE QUALIFICATION REQUIREMENTS.**

# LICENSE QUALIFICATION REQUIREMENTS

## 1. GENERAL CONTRACTOR

- A general contractor shall have the knowledge gained by five (5) years of experience in a supervisory capacity under a general contractor or building contractor, or have been a licensed building contractor for one (1) year or a residential building contractor for two (2) years or shall have an education and experience equivalent thereto (4 year degree).

## 2. BUILDING CONTRACTOR

- A building contractor shall have the knowledge gained by not less than four (4) years of experience in a supervisory capacity under a general contractor or have been a licensed residential building contractor for not less than (1) one year.

## 3. RESIDENTIAL BUILDING CONTRACTOR

- A residential building contractor shall have the experience, knowledge and skill gained by not less than five (5) years of experience in a supervisory capacity under a general, building or residential contractor or education equivalent thereto.

## 4. PLUMBER CONTRACTOR

- Those who can qualify as a master plumber with a minimum of five (5) years of experience, two (2) of which shall be as a journeyman plumber in a supervisory capacity with educational equivalency not to exceed two (2) years of the total.

## 5. ELECTRICAL CONTRACTOR

- Those who can qualify as a master electrician with at least five (5) years of experience, two (2) of which shall be as a journeyman electrician in a supervisory capacity with educational equivalency not to exceed two (2) years of the total.

## 6. HARV, HVAC, MECHANICAL CONTRACTORS

- Those who can qualify as a master heating, air conditioning, refrigeration and ventilation with a minimum of five (5) years of experience, in a supervisory capacity, or who have an education and experience equivalent thereto, with the educational equivalency not to exceed two (2) years of the total.

## 7. ROOFING CONTRACTOR

- Same as Building Contractor

## 8. SPECIALITY CONTRACTOR

- Those who can qualify with a minimum of two (2) years of experience, one (1) year of which must be in a supervisory capacity, who specialize in one or more of the crafts of the building construction and related contracting trades.

## 9. ADDITIONAL INFORMATION

- *Master plumber:* Those who can qualify as a journeyman plumber with two (2) years of supervisory experience under a licensed plumbing contractor.
- *Master electrician:* Those who can qualify as a journeyman electrician with two (2) years of supervisory experience under a licensed electrical contractor.
- *Master HARV (heating, air conditioning, refrigeration and ventilation):* Those who can qualify as a journeyman heating, air conditioning, refrigeration and ventilation contractor with two (2) years of supervisory experience under a licensed HARV contractor.
- *Journeyman electricians:* Are those who can qualify with the minimum years of experience, or experience and education as defined below, under the employment of an electrical contractor, and who only performs work in the electrical trade while employed by and under the supervision of a certified electrical contractor.

Graduation from a registered two (2) year apprenticeship program, which includes two (2) years' work experience; or

Completion of two (2) year attendance in a registered apprenticeship program which includes two (2) years practical work experience under the direct supervision of a state-licensed or county certified electrical contractor; or

Four (4) years' practical work experience under the direct supervision of a state licensed or county certified electrical contractor.

- *Journeyman plumbers:* Are those who can qualify with the minimum of experience, or experience and education as defined below, under the employment of a plumbing contractor, and who only perform work in the plumbing trade while employed by and under the supervision of a certified plumbing contractor.
  - Completion of two (2) full years of a registered apprenticeship program, which includes two (2) years' work experience; or
  - Four (4) years of full-time practical work experience under the direct supervision of a state licensed or county certified plumbing contractor.

- Experience information taken from Nassau County FL. Code of Ordinances