

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

REGISTERED CONTRACTOR APPLICATION DIRECTIONS

1. Fill out attached application form entirely.
2. Include application fee: \$40.00
Your Competency card will be an additional \$35.00
Please make check payable to: **NASSAU COUNTY BOARD OF COUNTY COMMISSIONERS.**
3. All applicants must include a **COPY OF YOUR CURRENT STATE REGISTERED LICENSE AND IF YOU CAN RECIPROCATATE FROM YOUR HOME COUNTY, WE MUST RECEIVE A LETTER SHOWING YOU ARE IN GOOD STANDING, ALONG WITH THE GRADE AND DATE YOU TOOK THE TEST.**
4. Also please provide the following:
 - a. General Liability Insurance (minimum of \$100,000) Certificate Holder should show: **Nassau County Building Department
96161 Nassau Place
Yulee, Florida 32097**
 - b. Worker's Compensation Insurance showing **Nassau County Building Department (same as above)** as Certificate Holder or Worker's Compensation Exemption. You will need to contact Worker's Compensation (904-448-7990) for information on receiving the exemption.
 - c. Nassau County Bond (Form attached)
 - d. Occupational license from the County your business is located. Nassau County no longer issues occupational licenses.
 - e. A copy of your driver's license.

If you have any questions, please contact Contractor Licensing at 904-530-6250 or 800-948-3364. Send information to www.permitting@nassaucountyfl.com or fax to 904-321-5763

**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
REFRIG. CONTRACTOR, CLASS A B OR C | 17. LIMITED MECHANICAL |
| 9. JOURNEYMAN HEATING, AIR CONDITIONING,
REFRIGERATION CONTRACTOR | 18. _____
Limited Specialty Contractor |

QUALIFYING BY : (check one)

- A. PROV proctored examination _____
- B. Reciprocity of proctored PROV with _____
- C. Nassau County Review Board (Specialty Trades Only) _____

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

NASSAU COUNTY LICENSE BOND

BOND # _____

KNOW ALL MEN THESE PRESENTS, that

We _____
conducting business in the name of _____ as Principal,
and _____, a corporation in the State of _____

lawfully doing business in the State of Florida, as Surety, are held and firmly bound unto NASSAU COUNTY, FLORIDA in the penal sum of TWO THOUSAND AND 00/100 DOLLARS for which sum well and truly to be paid, said Principal and Surety bind themselves jointly and severally, firmly by these presents.

THE CONDITION OF THIS OBLIGATION IS SUCH THAT,

WHEREAS, the above bounden _____ is desirous of obtaining a license from NASSAU COUNTY, FLORIDA to carry on business on a (n) _____, Contractor, in said NASSAU COUNTY, FLORIDA for a period commencing on the _____ day of _____ A.D. 20 _____.

NOW, THEREFORE, if the said _____ shall, during the term ending on the _____ day of _____ A.D. 20 _____, faithfully observe and honestly comply with the provision of all Ordinances of NASSAU COUNTY, FLORIDA regulating the Construction Industry then this obligation shall become void; otherwise to remain in full force and effect.

PROVIDED, HOWEVER, that this bond may be continued from year to year by certificate executed by the Surety and Principal hereon.

SIGNED, SEALED AND DATED THIS _____ DAY OF _____ A.D. 20 _____.

Witness:

Principal (L.S.)

The _____ Indemnity Company

By: _____

Its.

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