



www.flaglercounty.org

Phone: (386)313-4076

Fax: (386)313-4102

erodriguez@flaglercounty.org



FLAGLER
COUNTY
FLORIDA

Contractor

Review Board

CLASS 1 LICENSE CHECKLIST

- Application filled out completely?
- **\$50 Application fee and \$50 Testing fee**
- Set up w/prov for testing in trade
- Set up w/prov Business Law--(Exemption Course B/L on your own)
- Let us know when you take exam so we can get results---need 75%
- Business and Law Certificates (2) or exemption or 75%
- Passing Grade of 75%-- we get from prov
- **Pay \$100 for Inactive License Card**
- File with DBPR for State registration
- Corporation or fictitious name –Sunbiz.org
- Workers comp.
- Liability
- Copy of State registration issued by DBPR
- Contact tax collector for your BTR

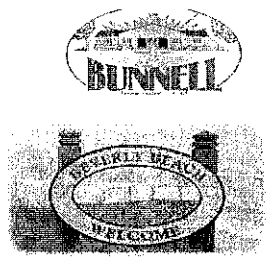
Charles Ericksen, Jr.
District 1

Greg Hansen
District 2

David Sullivan
District 3

Nate McLaughlin
District 4

Donald O'Brien, Jr.
District 5



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FLAGLER COUNTY CONTRACTOR LICENSING

APPLICATION FOR COUNTY AUTHORIZED CONTRACTOR LICENSE

*****DO NOT WRITE BELOW THIS LINE FOR OFFICE USE ONLY*****

Date: _____ Qualifier Number: _____ License Number: _____

Type: _____ Class: _____

- A. Proctored Class I Examination
- B. Proctored Class II Examination
- C. Specialty Trade (Not tested)
- D. Business and Law Examination
- E. Business and Law Exemption Course
- F. Reciprocity of Proctored Examination (Name of County or City) _____

Applicants Full Name: _____

Company Name: _____

Phone: _____ Cell: _____ Fax: _____

Email: _____

Mailing Address: _____
Street City/State Zip Code

Physical Address: _____
Street City/State Zip Code

Have you ever applied for a Flagler County license in this or any other field? No Yes

If Yes: Type: _____ License Number: _____ Status: _____ How Long: _____

Do you presently or have you ever held a contractor license from any other city, county, or state? No Yes

If Yes: Where? _____ License Status: _____

How Long? _____ Type Held: _____

Note company name here if self-employed Owner:

Presently Employed by: _____ Position: _____

Employers Address: _____ Phone: _____
Street City/State

REFERENCES: List three people, (not relatives) with definite knowledge of your trade qualifications.

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 fidelity bond or been refused a Contractor's license or had one revoked? _____ No _____ Yes (If yes explain fully on separate sheet)

Have you ever failed to complete a construction contract? _____ No _____ Yes

Have you ever been convicted of a violation of Chapter 489, Florida Statutes (Construction Industry Licensing Law)?
_____ No _____ Yes

Have you ever been convicted of a violation of any other contracting regulations? _____ No _____ Yes

<p style="text-align: center;">SHALL ATTACH PHOTO</p> <p style="text-align: center;">(PHOTO REQUIRED)</p>	<p>Date of Birth: _____ <div style="display: flex; justify-content: space-between; width: 80%; margin-left: 20px;"> Month Day Year </div> <p>Driver's License Number _____</p> <p>Height: ____ Weight: _____ Eye Color: _____ Hair Color: _____</p> <p>I hereby certify that the foregoing statements are true and correct to the best of my knowledge and belief.</p> <p>_____ Signature of Applicant Date</p> </p>
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FOR OFFICE USE ONLY: General Public Practice: _____ Subcontractor Only: _____	
Voucher Number: _____	ID Number: _____ Password: _____
License Type: _____	License Number: _____
Exam Date: _____	Exam Grade: _____ Jurisdiction: _____
Business & Law: Exempt: _____	Certificate: _____ Test/Score: _____ Date: _____
Board Vote: Approved: _____	Date: _____ Disapproved: _____ Date: _____

FEES: Fee must accompany application. Fee is not returnable after application has been entered into the records

All Checks should be made payable to: Flagler County BOCC

Mail to: Contractor Licensing
 1769 East Moody Blvd., Bldg. 2
 Bunnell, FL 32110
 Phone (386)313-4076
 Fax (386)313-4102



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**CLASS I TESTING
CONTRACTOR APPLICANTS
PROCEDURES FOR MAKING APPLICATION AND OBTAINING LICENSE**

*****YOUR LICENSE WILL LIMIT YOU TO WORK ONLY IN THE TRADE TESTED*****

All CLASS I CONTRACTORS ARE REQUIRED TO REGISTER THEIR COUNTY AUTHORIZED LICENSE WITH THE STATE DEPARTMENT OF BUSINESS AND PROFESSIONAL REGULATION BEFORE CONTRACTING TO PERFORM THEIR TRADE.

STEP 1:

1. OBTAIN APPLICATION
2. OBTAIN TEST INFORMATION (Book list, data on scope for trade and testing Information Bulletin)

NOTE: TO LEGALLY CONTRACT DIRECTLY WITH THE GENERAL PUBLIC YOU ARE REQUIRED TO ALSO ATTEND AND COMPLETE AN APPROVED CONSTRUCTION "BUSINESS & LAW" COURSE OR TAKE THE BUSINESS AND LAW EXAMINATION. Information for classes and testing is attached. (You may be exempt from the Business & Law requirements with copies of Business Tax Receipts (Occupational Licenses) within Flagler County for the period of 2004-2005, 2005-2006 and 2006-2007.)

3. PREPARE FOR TRADE EXAMINATION

STEP 2:

1. RETURN COMPLETED APPLICATION WITH PROOF OF EXPERIENCE TO THE LICENSING DEPARTMENT WITH THE **\$50.00 APPLICATION FEE AND \$50.00 TESTING** (Fill in and complete all blanks to prevent application being returned for completion. Your picture must be attached to the application. Copies of driver's licenses not acceptable)
2. RECEIVE/PICK UP TESTING REGISTRATION FORM FROM CONTRACTOR LICENSING.

STEP 3:

OBTAINING LICENSURE AFTER EXAMINATION: (Passing grade of 75% or above).
You will receive a notification letter from the Contractor Licensing Department.

1. RETURN TO THE LICENSING DEPARTMENT AND PAY LICENSE FEE OF **\$100.00/\$30.00**. (License status will be Inactive status until such time State Registration is issued by DBPR and submitted to Flagler County.)
2. SUBMIT CORPORATION OR FICTITIOUS NAME DOCUMENTATION.
3. SUBMIT LIABILITY INSURANCE.

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District 5

4. **SUBMIT WORKER'S COMPENSATION INSURANCE OR EXEMPTION. (30-day State wait)**
5. **CONTACT THE TAX COLLECTOR'S OFFICE REGARDING THE BUSINESS TAX RECEIPT 386-313-4160.**

ACTIVE CONTRACTOR INSURANCE REQUIREMENTS

LIABILITY FOR ALL CATEGORIES \$100,000.00 BODILY INJURY, \$50,000.00 FOR ONE PERSON AND \$25,000.00 FOR PROPERTY DAMAGE.

WORKERS COMPENSATION IS ALSO REQUIRED AS PER FLORIDA STATUTE. IF YOU ARE EXEMPTING FROM WORKERS COMPENSATION WE WILL NEED CURRENT EXEMPTION CERTIFICATE.

INSURANCE MUST BE IN THE NAME OF THE INDIVIDUAL QUALIFYING FOR THE LICENSE OR IF QUALIFYING A CORPORATION, THE COMPANY NAME MUST APPEAR ON THE CERTIFICATE

Liability and Workers Compensation Insurance Certificates made out to:

Flagler County
Building Department/Contractor Licensing
1769 East Moody Blvd. Bldg. 2 Ste. 106
Bunnell, Florida 32110
FAX # 386-313-4102

YOUR BIENNIAL RENEWAL FEE IS \$100.00.

If you have questions, contact Ed Rodriguez at (386-313-4076)

NOTE: ADDRESS CHANGES MUST BE PROMPTLY SUPPLIED

The County accepts no responsibility for undelivered correspondence or annual license renewal notices.

10/18



AAA CONSTRUCTION SCHOOL, INC.

County Business Exemption Course

Congratulations on your application for a registered contractor's license. As part of the application process, applicants are required to take the Business & Law Exemption Course.

AAA Construction School, Inc. is approved by St. Johns and Flagler counties to provide the Business & Law Exemption Course. Upon completion of the course you will receive certificates to forward to the Supervisor of Licensing of your county (St. Johns or Flagler).

To obtain your County Business Exemption Course certification you will need to complete the fourteen (14) hour online training course and attend one day of live classroom instruction.

Call Now 904 - 722 - 9994 to schedule your online course and classroom date!

14 - Hour Online & 1 Day In-Class

The fourteen (14) hour online course is simple to access and easy to comprehend. Learn at your own pace without missing work. Log on and off at your convenience.

Once you have completed the classroom and online training we will send you a course completion certificate to deliver to the appropriate Board. Live instruction includes information regarding business practices and business entities. There will also be guest speakers from local building departments to review local ordinances.

SAVE BIG BUCKS, CALL NOW!

TUITION ONLY \$259

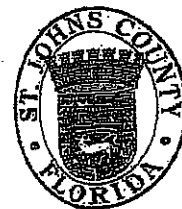
Class Dates

Class Location

PLEASE CONTACT
AAA CONSTRUCTION
FOR NEXT AVAILABLE CLASS

Permit Center Building
4040 Lewis Speedway
St Augustine, FL 32084

CALL NOW 904 - 722 - 9994 !



AAA CONSTRUCTION SCHOOL, INC.

www.aaaconstructionschool.com

904 - 722 - 9994