CLASS 2 LICENSE CHECKLIST

- Fill out Application completely
- $50 Application fee and $50 Scheduling fee
- Set up w/Prov for testing in trade (Prov will charge $80 for Test)
- Business and Law Course (2) or Exemption or Test 75%
- Let us know when you take exam so we can get results—need 75%

Before Active License is Issued

- File Corporation or fictitious name with – Florida Department of State Division of Corporations (www.Sunbiz.org)
- Workers Compensation Insurance or Workers Compensation Exemption
- Liability Insurance
- Active License Fee $100
- Contact Tax Collector for your BTR – Business Tax Receipt

Revised 3/15
CLASS II TESTING
CONTRACTOR APPLICANTS
PROCEDURES FOR MAKING APPLICATION AND OBTAINING LICENSE

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

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 REGISTRATION FEE.

(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 license not acceptable)

2. RECEIVE/PICK UP TESTING REGISTRATION FORM FROM CONTRACTOR LICENSING.

STEP 3:

OBTAINING LICENSURE AFTER EXAMINATION: (Passing grade of 75% or above).

1. RETURN TO THE LICENSING DEPARTMENT AND PAY LICENSE FEE OF $100.00.

2. SUBMIT CORPORATION OR FICTITIOUS NAME DOCUMENTATION.

3. SUBMIT LIABILITY INSURANCE.

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.
PROOF OF INSURANCE REQUIRED—AUTHORIZED CONTRACTORS

1. Each authorized contractor shall furnish the county licensing administrator evidence of valid worker’s compensation insurance or provide proof of a legal exemption therefor.

2. Each authorized contractor shall furnish proof of contractor’s liability insurance provided by an insurance company authorized to do business in the state. Insurance coverage shall be as follows:
   a. General and building contractors- Three hundred thousand dollars ($300,000.00) bodily injury per accident and not less than fifty thousand dollars ($50,000.00) for one (1) person and fifty thousand dollars ($50,000.00) for property damage;
   b. All other license categories- One hundred thousand dollars ($100,000.00) bodily injury per accident and not less than fifty thousand dollars ($50,000.00) for one (1) person and twenty-five thousand dollars ($25,000.00) for property damage.

3. In the event that the insurance requirements of this section expire or are cancelled, the authorized contractor’s license issued and permitting rights given to the insured shall be immediately and automatically suspended and it shall be unlawful thereafter for the contractor to engage in any business until insurance coverage and the license is reinstated.

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
Bunnell, Florida 32110
Fax# 386-313-4103

YOUR BIENNIAL RENEWAL FEE IS $100.00.

If you have questions, call (386-313-4076).

NOTE: IT IS A VIOLATION OF CONTRACTOR LICENSING NOT MAINTAIN CURRENT MAILING ADDRESS INFORMATION AS PER ARTICLE 1—CONTRACTOR LICENSING CODE - Sec. 8-17(20) - Prohibited activities; Failure to maintain current mailing address information in his/her file by written notice to the license administrator within thirty (30) days after any change.

FLAGLER COUNTY ACCEPTS NO RESPONSIBILITY FOR UNDELIVERED CORRESPONDENCE OR ANNUAL LICENSE RENEWAL NOTICES

REVISED 3/15
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: ___________________

Street ___________________ City/State ___________________

Phone: ___________________

WORK HISTORY FOR THE PAST FIVE YEARS (Attach additional sheets if required):

<table>
<thead>
<tr>
<th>Previous Firm Name</th>
<th>Where</th>
<th>When</th>
<th>Nature of Employment</th>
<th>Time in Charge</th>
<th>Any Violation of License Regulation</th>
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APPLICATION WILL BE RETURNED IF NOT FULLY COMPLETED

Page 1 of 2 Revised 12/15
REFERENCES: List three people, (not relatives) with definite knowledge of your trade qualifications.

<table>
<thead>
<tr>
<th>FULL NAME</th>
<th>BUSINESS OR HOME ADDRESS</th>
<th>OCCUPATION/BUSINESS</th>
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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

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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: ___________________


Board Vote: Approved: ___________ Date: ___________ Disapproved: ___________ Date: ___________

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

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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
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

PLEASE CONTACT
AAA CONSTRUCTION
FOR NEXT AVAILABLE CLASS

CALL NOW 904 - 722 - 9994 !

AAA CONSTRUCTION SCHOOL, INC.
www.aaaconstructionschool.com
904 - 722 - 9994