

HERNANDO COUNTY BUILDING DIVISION
Contractor Licensing Division
789 Providence Blvd.
Brooksville, FL 34601
(352) 754-4050

CONTRACTOR CLASS CERTIFICATION APPLICATION

Alarm I & II	General	Sheet Metal
Building	Mechanical	Solar
Class A Air Conditioning	Plumbing	Swimming Pool Service
Class B Air Conditioning	Residential	Underground Utility
Commercial Pool	Residential Pool	
Electrical Unlimited	Roofing	

The Hernando County Board of Construction & Regulation has established criteria for obtaining a Certificate of Competency in Hernando County as defined under Hernando County Ordinance 2004-01

1. Proof of a proctored **examination** administered and proctored by a Florida testing firm with a minimum test score of 75 percent on both sections.
2. To verify an applicant's experience, the applicant will be required to provide evidence of a minimum of four (4) years' **active experience** in the trade within the last eight (8) years immediately preceding the filing of the application from practicing contractors in the field for which the applicant is applying, or from contractors possessing a more qualified license.

Applicants for Unlimited Electrical must include 40% in Phase 3 experience.

Applicants for Alarm Contractor I must include 40% fire alarm experience

Applicants for Alarm contractor II must include 40% work in alarm systems other than fire.

Such evidence shall be in the form of at least two (2) **notarized documents** (supplied with application) which show proof of the required years' **active** experience. Such experience must meet the criteria set forth by Board Rule. **THE SUPPLIED FORMS MUST BE USED IN DOCUMENTING YEARS OF EXPERIENCE.**

3. **A business and personal financial statement** must be supplied for those contractors/subcontractors already duly licensed in another county. Only a **personal financial** statement will be required for an applicant **not currently duly licensed in any local jurisdiction.**

4. **A business and personal credit report** from a state approved credit bureau. The reports **MUST** be mailed **DIRECTLY to CONTRACTOR CERTIFICATION** from the credit bureau. It is the applicant's responsibility to request this report from the credit bureau. For an applicant not currently duly licensed in any local jurisdiction, only a **personal credit report** will be necessary.
5. A background check will be done on all applicants. There is a **non-refundable** application/background check fee due when you submit your application to this office. Contact the Department for current fees.
6. **As an applicant** if your application is denied you may appeal and appear before the Board of Construction & Regulation.
7. **If appearance before the Board of Construction & Regulation** is requested or required and your application is denied, **you must wait 6 months before reapplying.**

All applications must be completed in their entirety and submitted to Contractor Certification.

IF YOUR APPLICATION IS RECEIVED INCOMPLETE, YOU WILL BE NOTIFIED OF WHAT IS NEEDED TO COMPLETE IT. INCOMPLETE APPLICATIONS WILL NOT BE CONSIDERED. THERE WILL BE NO EXCEPTIONS.

There is a **non-refundable application/background check fee** due when you submit your application to this office. Contact the Department for current fees.

If your application is approved, there will be **an additional fee for the competency card**. This amount is **not due** until your application is approved. **All checks are to be made out to the Hernando County Building Division.** Contact the Department for current fees.

Within thirty (30) days of Department approval the following items must be supplied to Contractor Certification. **FAILURE** to supply the following items will **result in your application being voided and all monies forfeited.**

1. Liability Insurance in the applicable amount; (Hernando County **must** be listed as a certificate holder).

General Contractor	300,000	50,000
Building Contractor	300,000	50,000
Residential Contractor	100,000	25,000
Alarm I & II Contractor	300,000	500,000
Commercial Pool Contractor	100,000	25,000
Residential Pool Contractor	100,000	25,000
Sheet Metal Contractor	100,000	25,000
Underground Utility Contractor (Excavation)	100,000	25,000
Plumbing Contractor	100,000	25,000
Roofing Contractor	100,000	25,000
Mechanical Contractor	100,000	25,000
Solar Contractor	100,000	25,000

Class A Air conditioning Contractor	100,000	25,000
Class B Air Conditioning Contractor	100,000	25,000
Electrical Unlimited Contractor	300,000	500,000
Swimming Pool Service Contractor	100,000	25,000

3. Workers' compensation or valid Workers' Compensation Exemption.
4. State Registration (if applicable).

APPLICANTS ARE REMINDED THAT THEY MAY ONLY CONDUCT BUSINESS IN THE NAME WHICH APPEARS ON THEIR CERTIFICATE OF COMPETENCY AND REGISTRATION.

If you are **not** registered with the State at the time you pick up your certificate of competency and are required to do so, you will be given a **thirty (30) day** grace period within which to become registered. Be advised your application for a certificate, including all information submitted in conjunction with your application, is subject to **Florida State Statute 119.07 (public records law)**.

119.07 Inspection, examination, and duplication of records; exemptions:

(1)(a) Every person who has custody of a public record shall permit the record to be inspected and examined by any person desiring to do so, at any reasonable time, under reasonable conditions, and under supervision by the custodian of the public record or his designee.

PLEASE BE ADVISED

APPLICATIONS ARE VALID FOR A PERIOD OF 180 DAYS.

APPROVED APPLICATIONS ARE VALID FOR A PERIOD OF SIXTY DAYS.

CHECKLIST

PLEASE NOTE: THE FOLLOWING ITEMS MUST BE COMPLETED AT THE TIME YOU SUBMIT YOUR APPLICATION TO CONTRACTOR CERTIFICATION. THE APPLICATION WILL NOT BE PROCESSED UNTIL ALL ITEMS ARE COMPLETED.

ALL APPLICATIONS MUST BE TYPED OR PRINTED LEGIBLY

- (1) My Business and Personal Credit Reports from a recognized credit bureau have been applied for. (An applicant who is not currently licensed in any local jurisdiction will only be required to furnish a personal credit report.) Must include statements that public records have been searched at county state, and federal levels. Go to: http://www.myfloridalicense.com/dbpr/pro/cilb/documents/cilb_credit_reporting_agencies.pdf for a list of acceptable agencies.
- (2) At least **two (2) notarized documents on the supplied forms** are being provided to Contractor Certification. These documents reflect my **active** experience this experience totals a minimum of **four (4) years within the last eight (8)**.
- (3) The Business and Personal Financial Statement in the application is complete and notarized. **(Financial Statements must be completed in their entirety and must balance. Financial Statements that contain discrepancies or are incomplete can lead to denial of an application.)** For an applicant not currently duly licensed in any local jurisdiction, only a personal financial statement will be necessary.
- (4) The employment section of application is completed with last five (5) jobs for each of the years you are qualifying with dates of documented employment.
- (5) My correct address, phone number and business name (if applicable) are on the application.
- (6) My letter of reciprocity (if applicable) indicating a **minimum grade of 75 percent** has been received by Contractor Certification. The letter must state the name of the exam that was given by an approved testing firm, the date of the testing and the grade received.
- (7) A copy of my Florida identification and/or Driver's License is attached.
- (8) The **non-refundable application/background check fee** is attached. Contact Department for current fees.
- (9) Copy of Articles of Incorporation/Articles of Organization (if applicable)
- (10) Statement of Authority (if applicable).
- (11) Completed First Advantage Questionnaire (background).

If you have any questions regarding this application, you may contact us at (352) 754-4050.

FLORIDA STATUTE 837.06 – FALSE OFFICIAL STATEMENTS. Whomever knowingly makes a false statement in writing with the intent to mislead a public servant in the performance of his or her official duty shall be **guilty** of a misdemeanor of the second degree.

I hereby certify that all the information herein contained is true and accurate, including all documents attached. I have read and understand the necessary requirements to obtain a Hernando County Certificate of Competency. Hernando County Construction Licensing Ordinance, all related building codes, and **Florida State Statutes Chapter 489**.

(Please Print) Applicant's Name

Date

Applicants Signature

STATE OF _____ COUNTY OF _____

Sworn to (or affirmed) and subscribed before me by means of physical presence or online notarization, this _____ day of _____, _____ by _____.

Personally Known OR Produced Identification

Type of Identification Produced

Signature of Notary Public

(Notary Seal)

ALL INFORMATION MUST BE TYPED OR WRITTEN IN BLACK INK ONLY

Classification Requested:_____

Mr. / Ms. _____
(Last) _____ (First) _____ (Initial) _____

(Home Address) _____ (City) _____ (State) _____ (County) _____ (Zip Code) _____

Phone #:(____) _____ (Place of Birth) _____ (Date of Birth) _____

Driver's License No:_____

FULL NAME OF BUSINESS: Name under which applicant will pull permits

(Business **MAILING** Address-Street & No.)

(City) _____ (State) _____ (County) _____ (Zip Code) _____

(Business **PHYSICAL** Address-Street & No.)

(City) _____ (State) _____ (County) _____ (Zip Code) _____

Phone #:(____) _____ Fax # (____) _____

Cell Phone # (____) _____ E-Mail:_____

If qualifying a corporation, a list of all major stockholders will be required on a separate sheet of paper (all stockholders holding 10% or more of the outstanding stock).

Any applicant applying for the issuance of a certificate to engage in contracting in other than his individual capacity, such as a partnership, corporation, business trust or other legal business entity, shall furnish as part of the application a statement that the applicant is legally qualified to act for the business organization in all matters connected with its contracting business and that he has authority to supervise construction undertaken by such business organization.

- (1) Any Applicant qualifying to conduct business as a partnership said statement shall be signed by **all** partners or, in the event of a limited partnership, by the **general** partners.
- (2) Any applicant qualifying to conduct business as a corporation, said statement shall be contained in a copy of the official minutes of said corporation, certified and attested to by its secretary.
- (3) Any applicant qualifying to conduct business as a business trust, joint venture or any other legal business entity, such statement shall be signed by the trustees, or by such other persons as will legally bind said business entity.

Applicant to conduct business as:

INDIVIDUAL **CO-PARTNERSHIP**
 CORPORATION **SOLE PROPRIETOR**
 LIMITED LIABILITY COMPANY **OTHER (specify)** _____

License No. of any **CURRENT OR PREVIOUS** Florida Contractor's registration or Certificate held by applicant in Florida include copies of any other certificates and State registration if applicable.

County/City	License No.
_____	_____

County/City	License No.
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List any other state in which you were licensed previously:

(Name of State)

(Type of License Held)

(Town License Held In)

(Phone Number)

(Address)

(City)

(State)

(Zip Code)

If you have taken a **Proctored Florida examination** for any classification within the past 5 years, enter the class and date below:

Classification	Date	Classification	Date
Classification	Date	Classification	Date

Schools	Name & Address	Dates	Graduate	Degree
High School				
College				
Voc/Business				
Other				

FINANCIAL INFORMATION REQUIRED

In order that the Development Department may carry out its duty to investigate the financial responsibility, credit and business reputation (if applicable) of a new applicant for certification, an applicant shall be required to submit the following information with his or her application for certification:

- (1) Credit reports from any nationally recognized credit bureau dated within four (4) months of application. The credit reports must be for the **applicant** and the **business entity** (if applicable).
- (2) A comprehensive financial statement reflecting the financial condition of the business entity in its **previous fiscal year**; provided, however, that the statement be prepared within twelve (12) months of the date of filing of the application. The financial statement shall include the following: **balance sheet; income statement; capital statement; and statement of changes in financial position**. Unless **prepared by a certified public accountant**, the financial statement **shall** be signed in the presence of a notary, by a responsible officer of the business entity for the period reflected in the statement.

Applicants qualifying for a **business entity** shall submit, in addition to the business financial statement, **a personal financial statement**. If the applicant has **never** been licensed to act in the capacity of a contractor and if the applicant is **not** qualifying a business entity, the applicant shall prepare and submit **a personal financial statement** in lieu of the business financial statement.

FINANCIAL STATEMENTS FOUND TO BE INCOMPLETE OR INACCURATE MAY BE DEEMED AS GROUND FOR DENIAL OF APPLICATION.

- (3) As a prerequisite to issuance of a certificate, an applicant shall, in addition to the submissions required in paragraphs (1) and (2) above, submit **evidence acceptable** to Contractor Certification demonstrating the following:
 - (a) Demonstrating the required net worth listed below for the following categories of contractors.

General, Building, Residential contractors \$20,000.00
Sheet Metal, Roofing, Class A, Class B, Mechanical, Commercial Pool/Spa, Residential Pool/Spa, Plumbing, Underground Utility and Excavation, Electrical Unlimited, Alarm Systems I and II Solar \$10,000.00
Swimming Pool/Spa Service \$2,500.00
Specialty Contractors \$2,500.00

NET WORTH SHALL BE DEFINED TO REQUIRE A SHOWING FOR ALL CONTRACTOR CATEGORIES THAT THE APPLICANT HAS A MINIMUM OF 50% OF THE AMOUNT IN CASH. CASH SHALL BE DEFINED TO INCLUDE A LINE OF CREDIT.

- (b) Bank statement (last 3 months) required for cash available.
Proof of Line of Credit.
Possession of either a letter of bond ability, a letter of credit or a compliance bond established to reimburse the appropriate parties for diversion of funds, abandonment, and all other statutory violations, said instruments to be issued in the same license classification to dollar ratio listed in paragraph (a), above. **The aforementioned instruments are not to be construed as performance bonds.**
- (4) A list of all contracts by the applicant or business organization underway at the time of filing, if any, along with a list of all contracts completed in the three (3) years immediately preceding the date of filing, or in the alternative, a list of the five most recent contracts performed in the applied category, if any. This list shall include the description of each job, the dollar value of the job, location, owner, architect and/or engineer, and general contractor, if applicable.
- (5) Letter of financial Responsibility: An original notarized letter from your bank, on bank letterhead, verifying the applicant's authority to sign checks on the business account or an original notarized letter from the C.F.O of the business stating the applicant has the authority to sign checks, payments, drafts, and contracts on behalf of the business

FINANCIAL & LEGAL BACKGROUND

Each person listed in (I) below must answer each question-(Duplicate pages 11 & 12 as needed.)

Name/Title of Person Answering: _____
Name of Applicant applying for license: _____

(a) Has any bonding or surety company ever completed or made a financial settlement **upon any construction contract of work** undertaken by any person named in (I) below or any organization in which any such person was a member of the personnel? Yes No

If so, attach a detailed statement including: (1) the name and address of the bonding or surety company, (2) the names and locations of jobs which were completed and the bonding or surety company made settlement on, (3) the amounts of the settlements and to whom paid.

(b) Are there now any unpaid, past-due bills or claims for labor, materials, or service because of the construction operations of any person named in (I) below or an organization in which any such person was a member of the personnel? Yes No

If so, attach a detailed statement including the names and addresses of the creditors and the amounts owed. Any construction obligation shall be deemed to be past due beyond 90 days following the month in which the purchase was made. Any disputed, past-due bills must be acknowledged.

(c) Are there now any liens, suits, or judgments of record pending because of construction operations of any person named in (I) below or any organization in which any such person was a member of the personnel because of the construction operation of such person or organization? Yes No

If so, attach a detailed statement including the names and addresses of the litigants in current litigation, the names and addresses of persons who have filed liens or who have recorded judgments, and the monetary sums involved.

(d) Are there now any liens of record by the U.S. Internal Revenue Service or the State of Florida Corporate Tax Division against any person named in (I) below or any organization in which any such person was a member of the personnel? Yes No

If so, attach a detailed statement including lien claimants and amounts claimed.

(e) Has any person named in (I) below or has any organization in which any such person was a member of the personnel ever been adjudicated as bankrupt within the last five years, or is any such person or organization presently in the process of bankruptcy proceedings?

Yes No

If so, attach bankruptcy papers.

(f) Has any person named in (I) below or has any organization in which any such person was a member of the personnel ever made an assignment of assets in settlement of construction obligations for less than the total amount of the indebtedness?

Yes No

If so, attach a list of names and addresses of all creditors and losses thus sustained.

(g) Has any person named in (I) below been convicted of acting in the capacity of a contractor without a license or if licensed as a contractor in this or any other state, has any disciplinary action (including probation, fine or reprimand) ever been taken against such license by a state, county, or municipality?

Yes No

If so, attach a detailed statement including the date of conviction or disciplinary action, whichever may be applicable.

(h) Has any person named in (I) below ever been convicted of a crime, found guilty, or entered a plea of guilty, or nolo contendere (no contest) too, even if you received a withhold of adjudication?

Yes No

This question applies to any violation of the laws of any municipality, county, state or nation, including felony, misdemeanor and traffic offenses (**but not parking, speeding, inspection, or traffic signal violations**), without regard to whether you were placed on probation, had adjudication withheld, were paroled, or pardoned. If you intend to answer “NO” because you believe those records have been expunged or sealed by court order pursuant to Section 943.058, Florida Statues, or applicable law of another state, you are responsible for verifying the expungement or sealing prior to answering “NO”.

YOUR ANSWER TO THIS QUESTION WILL BE CHECKED AGAINST LOCAL, STATE, AND FEDERAL RECORDS. FAILURE TO ANSWER THIS QUESTION ACCURATELY MAY RESULT IN THE DENIAL OF REVOCATION OF YOUR LICENSE. IF YOU DO NOT FULLY UNDERSTAND THIS QUESTION, CONSULT WITH AN ATTORNEY OR CONTACT THE DEPARTMENT.

If “YES”, provide a certified copy of disposition for each offense.

Signature of Person Answering: _____

(I) Required signature:

1. If an individual, the applicant
2. If a partnership, the applicant and the partner
3. If a corporation, the president, vice-president and secretary
4. If a Limited Liability Company, members and managers

ALL APPLICATIONS AND FINANCIAL STATEMENTS SUBMITTED FOR PROCESSING

MUST BE TYPED OR WRITTEN IN BLACK INK.

a. _____ Signature of Qualifying Individual _____ Location Address

b. _____ Signature / Title _____ Location Address

c. _____ Signature / Title _____ Location Address

d. _____ Signature / Title _____ Location Address

e. _____ Signature / Title _____ Location Address

f. _____ Signature / Title _____ Location Address

FLORIDA STATUTE 837.06 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 second degree.

APPLICANT – PLEASE PRINT

SIGNATURE OF APPLICANT

NAME OF COMPANY

SIGNATURE OF CORPORATE OFFICER
(Other than applicant, if applicant qualifying corporation)

STATE OF _____ COUNTY OF _____

Sworn to (or affirmed) and subscribed before me by means of physical presence or online notarization, this _____ day of _____, _____ by _____.

Personally Known OR Produced Identification

Type of Identification Produced

Signature of Notary Public

(Notary Seal)

PERSONAL FINANCIAL STATEMENT

Applicant's Name: _____

ASSETS	DOLLAR VALUE	LIABILITIES	DOLLAR VALUE
Cash Available (checkings, savings, other)	\$ _____	Mortgage Balance (1 st residential)	\$ _____
Provide bank statements			
Real Estate Value (residence)	\$ _____	Mortgage Balance (2 nd residential)	\$ _____
* Real Estate Value (other)	\$ _____	Mortgage Balance (other)	\$ _____
Stocks	\$ _____	Note(s) Payable (to banks)	\$ _____
Bonds	\$ _____	Note(s) Payable (to others)	\$ _____
Vehicle(s)	\$ _____	Vehicle Loan(s) Balance	\$ _____
	\$ _____		\$ _____
Personal Property (furniture, etc.)	\$ _____	Personal Loan(s) Balance	\$ _____
Debts Owed to You	\$ _____	Other Fixed Debts Owed	\$ _____
Other Property Owned by You	\$ _____		
TOTAL ASSETS	\$ _____	TOTAL LIABILITIES	\$ _____
TOTAL ASSETS	\$ _____		
TOTAL LIABILITIES	(-) \$ _____		
NET WORTH	\$ _____		

This financial statement is true and correct to the best of my knowledge

Applicant's Signature

Print Applicants Name

STATE OF _____ COUNTY OF _____

Sworn to (or affirmed) and subscribed before me by means of physical presence or online notarization, this _____ day of _____, _____ by _____.

Personally Known OR Produced Identification

Type of Identification Produced

Signature of Notary Public

(Notary Seal)

BUSINESS FINANCIAL STATEMENT

Business Name: _____

<u>ASSETS</u>	<u>DOLLAR VALUE</u>	<u>LIABILITIES</u>	<u>DOLLAR VALUE</u>
Cash Available (checking,savings,other) Provide bank statements	\$ _____	Mortgage Balance (1 st residential)	\$ _____
Real Estate Value (residence)	\$ _____	Mortgage Balance (2 nd residence)	\$ _____
* Real Estate Value (other)	\$ _____	Mortgage Balance (other)	\$ _____
Stocks	\$ _____	Note(s) Payable (to banks)	\$ _____
Bonds	\$ _____	Note(s) Payable (to others)	\$ _____
Vehicle(s)	\$ _____	Vehicle Loan(s) Balance	\$ _____
	\$ _____		\$ _____
Personal Property (furniture, etc.)	\$ _____	Personal Loan(s) Balance	\$ _____
Debts Owed to You	\$ _____	Other Fixed Debts Owed	\$ _____
Other Property Owned by You	\$ _____		
TOTAL ASSETS	\$ _____	TOTAL LIABILITIES	\$ _____
TOTAL ASSETS	\$ _____		
TOTAL LIABILITIES (-)	\$ _____		
NET WORTH	\$ _____		

This financial state is true and correct to the best of my knowledge.

Applicant's Signature

STATE OF _____ COUNTY OF _____

Sworn to (or affirmed) and subscribed before me by means of physical presence or online notarization, this _____ day of _____, _____ by _____.

Personally Known OR Produced Identification

Type of Identification Produced

Signature of Notary Public

(Notary Seal)

STATEMENT OF AUTHORITY TO ACT FOR THE BUSINESS ORGANIZATION

Statement of Authority

In making applications to qualify a company, corporation, partnership, limited partnership, individual, or any other type of business entity, **I understand that I, as qualifying agent**, am completely responsible for the actions of said business entity as they relate to its construction business.

Further, I understand that the Hernando County Department of Development **holds the qualifying agent responsible** for supervision of job sites as well as financial aspects of the entity's construction business including, but not limited to, payment to subcontractors, payment to suppliers, payment to employees and payment of applicable federal and state taxes.

I understand that the Hernando County Department of Development holds me, **as qualifying agent, responsible** for any violation which may be committed by the business entity I qualify.

Required Signature:

- 1) If an individual, the applicant
- 2) If a partnership, the applicant and the partner
- 3) If a corporation, the applicant and the officers of the corporation
- 4) If a limited liability company, the members and managers

APPLICANTS SIGNATURE: _____

PARTNER/OFFICERS/MEMBERS: _____

STATE OF _____ COUNTY OF _____

Sworn to (or affirmed) and subscribed before me by means of physical presence or online notarization, this _____ day of _____, _____ by _____.

Personally Known OR Produced Identification

Type of Identification Produced

Signature of Notary Public

(Notary Seal)

NOTICE REGARDING CORPORATIONS

Upon the advice of the Attorney General, it is the policy of this agency not to issue a certificate of competency to a qualifying agent of a corporation unless it is qualified to do business in this State either as a domestic or a foreign corporation. To be qualified to do business in this State, a domestic or foreign corporation must be registered and in good standing with the Secretary of State of the State of Florida.

COMPLETE THE CERTIFICATE BELOW AND SUBMIT IT WITH YOUR APPLICATION

CERTIFICATE OF INCORPORATION

(Attach a Copy of Certificate of Incorporation Issued by Secretary of State of Florida)

On this _____ day of _____, ____, in _____, I certify under penalty of perjury that _____, being a domestic corporation with its main office in the County of _____, or a foreign corporation incorporated in the State of _____ (if applicable) on _____, ____, was registered with the Secretary of the State of Florida on the _____ day _____, ____, that the number assigned to this corporation is _____; that the name style as set forth on the application for this corporation is the same as that registered with the Secretary of State.

The Construction Industry Licensing Law Provides:

468.107(2) If the applicant is proposing to qualify a partnership, corporation, business trust, or other legality, the application shall state the name of the partnership and of its partners, or the name of the corporation and of its officers and directors, or the name of the business trust and its trustees, or the name of such other legal entity and its members, and furnish evidence of statutory compliance if a fictitious name is used.

Such application should also show that the person applying for the examination is legally qualified to act for the business organization in all matters connected with its contracting business; and that he has authority to supervise construction undertaken by such business organization. The certification, when issued upon application of a business organization, shall be in the name of the qualifying agent and the name of the business organization shall be noted thereon.

At least one member or supervising employee of the business organization shall be duly licensed in Hernando County for the business to be qualified locally to engage in the category of the business for which the member or supervising employee is licensed. If any qualified individual on behalf of such business organization ceases to be affiliated with such business organization, he shall inform the board's principal office as provided in Hernando County Licensing Ordinance. In addition, if such individual is the only qualified individual affiliated with the business organization, the business organization shall notify the board's principal office of the individual's termination and shall have a minimum of 60 days from the termination of the individual's affiliation with the business organization in which to obtain another qualifying person under the provisions of this part. The business organization shall not be authorized to contract until a qualifying individual is obtained.

The individual shall also inform the board's principal office in writing when he proposes to engage in contracting in his own name or in affiliation with another business organization; and he or such new business organization shall supply the same information to the board as required for applicants under this part.

REQUIRED INFORMATION CONCERNING BUSINESS ORGANIZATIONS

(Please attach a copy of your compliance with the Fictitious Name Law when applicable)

Fictitious Name Law 865.09 Statute, in Part:

It shall be unlawful for any person or persons, as defined herein, to engage in business under a fictitious name unless said fictitious name shall be registered with The Florida Department of State Division of Corporation. An application for registration may be obtained by contacting the division of Corporation:

**Fictitious Name Registration
Post Office Box 1300
Tallahassee, Florida 32302-1300
Phone Number (850) 488-9000**

A person may not act in a qualifying capacity on behalf of more than one firm except under certain specific conditions.

1. Is the person who is to qualify _____ legally qualified to act for the (business name) business organization in all matters connected with its contracting business? Yes No

2. Is the person who is to qualify the business organization mentioned above presently qualifying or attempting to qualify another business organization? Yes No

If so, give name of the business organization(s) that is qualified or is to be qualified by the applicant. _____

3. Will there be any ownership by the applicant of the business organization named in question 1 above: **(If so, give details by attachment.)** Yes No
4. Will there be any ownership by the applicant of the business organization named in question 2 above: **(If so, give details by attachment.)** Yes No

5. Is the business organization a subsidiary of, or a joint venture with, any firm named in answer to question 2 above? **(If so, give details by attachment.)** Yes No

6. If qualifying a corporation, a list of all major stockholders will be required on a separate sheet of paper. (10% or more of outstanding stock).

FLORIDA STATUTE 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 second degree.

We certify that all information herein contained is true and accurate, including all statements attached.

Signed _____
Person Authorized to Sign

Title _____

Signed _____
Individual Qualifying Organization

Title _____

STATE OF _____ COUNTY OF _____

Sworn to (or affirmed) and subscribed before me by means of physical presence or online notarization, this _____ day of _____, _____ by _____.

Personally Known OR Produced Identification

Type of Identification Produced

Signature of Notary Public

(Notary Seal)

EXPERIENCE RECORD (duplicate as necessary)

NOTE: START WITH MOST RECENT EMPLOYMENT FOR THE PAST 5 YEARS.

Employer: _____ Phone _____

Address: _____ City: _____ State _____

Employment Dates: From _____ To _____

Position of Applicant: _____

Description of Duties: _____

Employer: _____ Phone _____

Address: _____ City: _____ State _____

Employment Dates: From _____ To _____

Position of Applicant: _____

Description of Duties: _____

Employer: _____ Phone _____

Address: _____ City: _____ State _____

Employment Dates: From _____ To _____

Position of Applicant: _____

Description of Duties: _____

DOCUMENT OF EXPERIENCE

Certification Requested: _____ Date: _____

Applicant's Name: _____

Person Documenting Experience: _____

Company Name: _____

Address: _____

City: _____ State: _____ Zip: _____

License Number: _____

Length of time known: From _____ To _____

Tell in your own words what you know of the applicant's experience. Describe the type of work he/she performed and his/her position as apprentice, helper, journeyman, foreman, supervisory employee, or contractor. Describe the kind of building, structures or projects worked upon. Give any other details that might help in evaluating his/her experience.

Print Name

Signature

STATE OF _____ COUNTY OF _____

Sworn to (or affirmed) and subscribed before me by means of physical presence or online notarization, this _____ day of _____, _____ by _____.

Personally Known OR Produced Identification

Type of Identification Produced

Signature of Notary Public

(Notary Seal)

DOCUMENT OF EXPERIENCE

Certification Requested: _____ Date: _____

Applicant's Name: _____

Person Documenting Experience: _____

Company Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone Number: (____) _____ (____) _____

License Number: _____

Length of time known: From _____ To _____

Length of time known: From _____ To _____

Length of time known: From _____ To _____

Tell in your own words what you know of the applicant's experience. Describe performed and his/her position as apprentice, helper, journeyman, foreman.

Tell in your own words what you know of the applicant's experience. Describe the type of work he/she performed and his/her position as apprentice, helper, journeyman, foreman, supervisory employee, or contractor. Describe the kind of building, structures or projects worked upon. Give any other details that might help in evaluating his/her experience.

Print Name

Signature

STATE OF _____ COUNTY OF _____

Sworn to (or affirmed) and subscribed before me by means of physical presence or online notarization, this _____ day of _____, _____ by _____.

Personally Known OR Produced Identification

Type of Identification Produced

Signature of Notary Public

(Notary Seal)

Applicant Job List (Duplicate as necessary)

List five jobs for **each** of the years you are qualifying (e.g. 3 yrs management, 4yrs. supervisory, or 4 yrs trade, with dates that concur with documented employment.

1. Contractor name _____ Phone # _____
Job Location Address _____
Approximate Value of Job \$ _____
Type of work (commercial or residential) _____

2. Contractor Name _____
Job Location Address _____
Approximate Value of Job \$ _____
Type of work (commercial or residential) _____

3. Contractor Name _____ Phone # _____
Job Location Address _____
Approximate Value of Job \$ _____
Type of work (commercial or residential) _____

4. Contractor Name _____ Phone # _____
Job Location Address _____
Approximate Value of Job \$ _____
Type of work (commercial or residential) _____

5. Contractor Name _____ Phone # _____
Job Location Address _____
Approximate Value of Job \$ _____
Type of work (commercial or residential) _____