



**Desoto County**  
**Board of County Commissioners**  
**County Building Department**  
**201 E Oak St. Suite 204**  
**Arcadia, Florida 34266**  
**Lester Hornbake Jr., Building Official**

Phone: (863) 993-4811  
 Fax: (863) 491-6163

**CERTIFICATE OF COMPETENCY APPLICATION CHECKLIST**

- \_\_\_\_\_ Completed, signed, and notarized application.
- \_\_\_\_\_ Non-refundable Application Fee \$50.00.
- \_\_\_\_\_ Liability Insurance.
- \_\_\_\_\_ Workers Compensation Insurance or Exemption.
- \_\_\_\_\_ Test scores when required or 2 letters verifying experience from 2 different contractors.
- \_\_\_\_\_ Copy of all licenses held.
- \_\_\_\_\_ When applicable, copies of State Registration.
- \_\_\_\_\_ Fee for Certificate of Competency.

Fee Schedule:

General Contractor.....	\$150.00
Building Contractor.....	\$150.00
Residential Contractor.....	\$150.00
Electrical Contractor.....	\$100.00
Plumbing Contractor.....	\$100.00
A/C or Mechanical Contractor.....	\$100.00
Roofing Contractor.....	\$100.00
Pool/Spa Contractor.....	\$100.00
Specialty Contractor.....	\$ 80.00

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Contractors can only renew for the year up to 12/31, after that date they have to go through the entire process again.

All Certificates of Competency expire on 9/30, every year.  
 If renewed after 9/30 there will be a \$25.00 fee for late renewal and a \$25.00 fee for Inactive status.



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## **APPLICATION FOR CERTIFICATE OF COMPETENCY AS A CONTRACTOR.**

*(PLEASE FILL IN ONE TRADE CATEGORY PER APPLICATION)*

Applicant's Name: \_\_\_\_\_ Date of Birth: \_\_\_\_/\_\_\_\_/\_\_\_\_

Applicant's Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Applicant's Contact Numbers: Home: ( ) \_\_\_\_\_ Cell: ( ) \_\_\_\_\_

Business Name: \_\_\_\_\_

Business Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Business Contact Numbers: Office: ( ) \_\_\_\_\_ Fax: ( ) \_\_\_\_\_

Preferred mailing Address for renewal notices: Home: \_\_\_\_\_ Business: \_\_\_\_\_

Have you ever been convicted of a felony or misdemeanor or had a license or certificate revoked?

Yes: \_\_\_\_\_ No: \_\_\_\_\_ (If yes, please provide details on a separate sheet of paper.)

**Applicant's Checklist:** (Submit or provide the following, as applicable, see instructions on the next page.)

\_\_\_\_\_ If other than a sole proprietor, attach a list with names of all partners, officers, directors, or similar persons. Include a statement signed by a responsible officer indicating the applicant is fully authorized to conduct business/sign on behalf of this business for all contracting and construction related activities.

\_\_\_\_\_ Minimum of two notarized letters from contractors verifying your experience (see instructions).

\_\_\_\_\_ If exam is a requirement (see instructions for list); have a verifying letter sent to us by the County/City in which the exam was taken.

\_\_\_\_\_ If currently certified or licensed in other jurisdiction, also provide this additional information:

\_\_\_\_\_ Copies of license or Certificates held.

\_\_\_\_\_ Certificate of liability insurance and workers compensation (or exemption).

\_\_\_\_\_ Copy of current registration issued by the Florida Construction Industry Licensing Board.

\_\_\_\_\_ Copy of occupational license issued by County/City where main place of business is located.

**Applicant's Certification: (Please read before signing).**

I hereby apply for a Desoto County Certificate of Competency in the category indicated above. I will abide by the regulations adopted by Desoto County regarding Certificates of Competency and will not allow my Certificate to be used by other persons or firms to circumvent such regulations. I will be actively engaged in any work authorized under my Certificate of Competency and will supervise work at the job site. I certify all submitted information is true to the best of my knowledge. I understand that this Certificate of Competency may be revoked if there has been any willful falsification of submitted information on this application or on any of the submitted documents.

\_\_\_\_\_  
 (Applicant's Signature)

\_\_\_\_\_  
 (Applicant's printed name)

\_\_\_\_\_  
 (Date)

Signed and sworn to before me on this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

By \_\_\_\_\_ who is personally known to me, or who has produced \_\_\_\_\_, as identification.

\_\_\_\_\_  
 (Signature of Notary Public-State of Florida)



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**INSTRUCTIONS FOR CONTRACTOR'S CERTIFICATE OF COMPETENCY.**

**Note:** This is a multiple page document. Read all pages carefully. If your trade does not require an examination and you are qualifying by experience letters only, allow time for the application to be reviewed. Return your completed original application to the Building office for processing.

**Instructions:** Please read over the information carefully. Fill out the application portion completely. If your trade requires an exam (see list below), contact the County or City where you originally took the exam, request they send us by mail a verifying letter (also called a Certificate of Reciprocity). Hand carried letters, copies, or faxes are not acceptable. Provide the complete business information, experience verification letters, and any other requirements listed below. Submit a \$50.00, non refundable, application fee. Consult the fee schedule for yearly fees, which need to be paid before we issue the Certificate of Competency. Certificates are valid until 9/30, and are renewable each year thereafter.

**Certificates of Competency are issued for the following trades:**

Alarm system contractor I(fire & burglar alarm)	(T)	Excavating Specialty contractor	*
Alarm system contractor II(burglar alarm)	(T)	Finish carpentry (cabinet) specialty contractor	(T) *
Aluminum (with concrete) specialty contractor	(T)	General contractor	(T)
Building contractor	(T)	Lighting protection systems specialty contractor	*
Carpentry specialty contractor	(T) *	Mechanical contractor	(T)
Class A air-conditioning contractor	(T)	Plumbing contractor	(T)
Class B air-conditioning contractor	(T)	Residential contractor	(T)
Commercial pool/spa contractor	(T)	Residential pool/spa contractor	(T)
Concrete forming & placing specialty contractor(structural)	(T) *	Roofing contractor	(T)
Demolition specialty contractor (explosives)	(T) *	Sheet metal contractor	(T)
Electrical (unlimited) contractor	(T)	Swimming pool/spa servicing contractor	(T)
Electrical elevator contractor	(T)	Underground utility contractor	(T)
Electrical sign contractor	(T)		

**NOTE: (\*)** CATEGORIES MARKED WITH AN (\*) ARE CONSIDERED SPECIALTY TRADES FOR DETERMINING YEARS OF EXPERIENCE.

**NOTE: (T)** CATEGORIES MEANS AN EXAMINATION IS REQUIRED. APPROVED EXAMS INCLUDE THOSE GIVEN BY BLOCK & ASSOCIATES, NAI BLOCK, OR EXPERIOR. EXAM MUST INCLUDE BUSINESS LAW OR A SEPARATE BUSINESS & LAW EXAM MUST BE TAKEN. PASSING SCORE IS 75%. EXAMS ARE NOT GIVEN LOCALLY. IF YOU NEED TO TAKE AN EXAM, ASK FOR MORE INFORMATION.

**BUSINESS INFORMATION:** Applicants seeking to qualify a business organization must attach a list of names of all partners, officers, directors or similar members of the business organization. Include a notarized statement from a responsible officer stating the applicant is fully authorized to act in behalf of the organization in all contracting related activities. (Not required for sole proprietors).

**EXPERIENCE VERIFICATION LETTERS:** Applicants for specialty trades must demonstrate a minimum of two years continuous active experience in their trade. Applicants for other trades must demonstrate a minimum of three years continuous active experience in their trade as a skilled worker, one year of which has been as a foreman in charge of other workers. Two signed notarized letters from Florida certified or registered contractors of an equal or higher category who have direct knowledge of the applicant’s technical knowledge; training and ability shall be provided. Letters all clearly and plainly state that the applicant has the experience indicated above, and shall contain the registration or certification numbers of the contractor verifying the experience.

**OTHER REQUIREMENTS:** If currently licensed or certified in other jurisdictions, provide copies of those Certificates or licenses, copy of State registration, Certificate of Liability and Workers’ Comp listing our department as the Certificate Holder and copy of a current occupational license issued by the County or City where your main place of business is located.

Trade	Liability	Property Damage		
General contractor	\$300,000.00	\$50,000.00		
Building contractor	\$300,000.00	\$50,000.00		
Residential contractor	\$100,000.00	\$25,000.00		
Sheet metal contractor	\$100,000.00	\$25,000.00		
Air Conditioning contractor	\$100,000.00	\$25,000.00		
Roofing contractor	\$100,000.00	\$25,000.00		
Mechanical contractor	\$100,000.00	\$25,000.00		
Pool contractor	\$100,000.00	\$25,000.00		
Plumbing contractor	\$100,000.00	\$25,000.00		
Residential Solar Water Heating contractor	\$100,000.00	\$25,000.00		
Underground Utility & Excavation contractor	\$100,000.00	\$25,000.00		
Specialty Structure contractor	\$100,000.00	\$25,000.00		
Pollutant Storage System Specialty contractor	\$100,000.00	\$25,000.00		
Gypsum Drywall Specialty contractor	\$100,000.00	\$25,000.00		
Response Action Specialty contractor	\$100,000.00	\$25,000.00		
Solar contractor	\$100,000.00	\$25,000.00		
Traditional Thatched Structure contractor	\$100,000.00	\$25,000.00		
Gas Line Specialty contractor	\$100,000.00	\$25,000.00		
Electrical contractors	(including completed operations & \$100,000.00 per person products) \$3000,000.00 per occurrence	(including completed operations \$500,000.00 and/or products)	Minimum combined single limit policy \$800,000.00	Worker Compensation in accordance with s.440 Florida Statutes