

**Okaloosa County Department of Growth Management
Requirements for Competency Card
850-651-7180 or 850-689-5080**

After you have passed the trade examination **and** the Business & Law examination with a score of 75% or better, you must appear before our Competency Board for approval of your Competency Card.

Listed below are items that will be required by this office to be presented before our Board.
-----**Additional items may be required.**-----

1. Certificate of General Liability Insurance (*See Insurance certificate guidelines*)
2. If you have employees, you will need Certificate of Worker's Compensation. (*See Insurance certificate guidelines*)

**If the license holder is not covered under the W/C insurance we will need a copy of their current W/C exemption card, plus the W/C insurance certificate. **

**If you have no employees, we will need a copy of your current workers' compensation exemption card. **

**If there are partners or officers that are W/C exempt we will need a copy of their W/C exemption card. **

3. Copy of Okaloosa County Occupational License (Business Tax Receipt) for the trade you tested in. Letter will be provided after passing required exams.

4. Hold Harmless Agreement signed and dated.

5. Okaloosa County Application

6. Completed State Registration Application package. This package will require credit reports, financial statements, recorded release of liens/judgments, bankruptcy clarifications, and civil rights re-instatement if been taken away. Repeat DUI's and controlled substances must have a court disposition on the conviction, etc.

**Master Gas Contractors, Irrigation & Lawn Sprinkler Contractors, Exterior Application Contractors, Demolition Contractors, House Movers, Landscape Structures Contractors, Marine Contractors and Non-Electrical Sign Contractors are not regulated by the Department of Business & Professional Regulations (DBPR), so state application package is not required. **

**After you receive your state registered license from DBPR a copy must be provided to Growth Management, check with DBPR regarding their continuing educations requirements. **

7. Competency Card fee paid after Board approval.

Forms available in office or at www.co.okaloosa.fl.us/conts_lic_div.htm