

WHAT YOU NEED TO BECOME LICENSED WITH OKALOOSA COUNTY DEPT OF GROWTH MANAGEMENT IF YOU ARE

*****STATE REGISTERED*****

IF YOU “**GRANDFATHERED IN**” WITH **ANOTHER COUNTY**, WE **CANNOT** ACCEPT YOUR LICENSE IN THIS COUNTY UNLESS YOU TAKE AND PASS THE THOMSON PROMETRIC EXAM.

IF YOU TOOK THE BLOCK/EXPERIOR/GITS/THOMSON PROMETRIC EXAM IN ANOTHER COUNTY THAT WE HAVE A RECIPROCAL AGREEMENT WITH, THE FOLLOWING ITEMS ARE REQUIRED:

- A. _____ You must contact sponsoring county and request that they mail a reciprocal letter to us stating all the particulars of the examinations. (Must be prepared, proctored, and graded by Block & Associates /Experior / GITS / Thomson Prometric, your grade (75% is passing), applicant number, which trade, etc. must be listed.
We will accept fax, emailed and mailed copy from county.
- B. _____ You will also need to contact Prometric @ 1-800-280-3926 and request a **grade verification letter** documenting your exam scores be sent to Okaloosa County Department of Growth Management. **We will accept fax and mailed copy.**

**** BOTH LETTERS MUST SHOW INFORMATION FOR TRADE AND BUSINESS & LAW EXAMS. ****

ONCE THE RECIPROCAL AGREEMENT PROCESS IS COMPLETE THE FOLLOWING ITEMS ARE REQUIRED:

1. _____ COPY OF YOUR CURRENT STATE REGISTERED LICENSE.
2. _____ COPY OF YOUR CURRENT BUSINESS TAX RECEIPT (formally occupational license) FROM A JURISDICTION WITHIN THE STATE OF FLORIDA FOR YOUR PARTICULAR TRADE. (Companies setting up a job site trailer or office in Okaloosa County must have an Okaloosa County business tax receipt.)
3. _____ GENERAL LIABILITY INSURANCE CERTIFICATE (See Insurance Guidelines for specifics)
4. _____ WORKER’S COMPENSATION INSURANCE CERTIFICATE, (See Insurance Guidelines for specifics)

OR

- _____ IF YOU **DO NOT** HAVE EMPLOYEES, WE WILL ACCEPT YOUR WORKER’S COMPENSATION EXEMPTION CARD
(If you have partners or officers who have worker’s compensation exemption (Limit 3), please submit a copy of their exemption cards & your company partnership agreement or corporate papers.)
5. _____ LETTER OF AUTHORIZATION FORM. If you are allowing employees, partners, or officers to purchase permits or call for inspections on your behalf you must complete form, have it **notarized**, and **return the original to our office.**
 6. _____ OKALOOSA COUNTY APPLICATION FORM.
 7. _____ OKALOOSA COUNTY COMPETENCY CARD FEE. Please contact our office for the required fee.
Make checks payable to Okaloosa County Dept. of Growth Management.
 8. _____ HOLD HARMLESS AGREEMENT SIGNED, DATED AND WITNESSED.
 9. _____ COPY OF YOUR DRIVERS LICENSE.

****VERY IMPORTANT ALL PAPERWORK MUST RECORD YOUR COMPANY NAME EXACTLY AS IT APPEARS ON YOUR STATE LICENSE. ****

This checklist as well as the forms needed is available on the Growth Management website under licensing at www.co.okaloosa.fl.us

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