

**\*\*\*SPECIALTY CONTRACTOR\*\*\***

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.**
- 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 OKALOOSA COUNTY BUSINESS TAX RECEIPT (formally occupational license)
2. \_\_\_\_ GENERAL LIABILITY INSURANCE CERTIFICATE (See Insurance Guidelines for specifics)
3. \_\_\_\_ 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.)

4. \_\_\_\_ LETTER OF AUTHORIZATION. 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.**
5. \_\_\_\_ OKALOOSA COUNTY APPLICATION FORM.
6. \_\_\_\_ OKALOOSA COUNTY COMPETENCY CARD FEE. Please contact our office for the required fee.  
Make checks payable to Okaloosa County Dept. of Growth Management.
7. \_\_\_\_ HOLD HARMLESS AGREEMENT SIGNED, DATED AND WITNESSED.
8. \_\_\_\_ COPY OF YOUR DRIVERS LICENSE.

**\*\*VERY IMPORTANT—ALL PAPERWORK MUST RECORD YOUR COMPANY NAME EXACTLY AS IT APPEARS ON FICTICIOUS NAME REGISTRATION OR ARTICLES OF ORGANIZATION/CORPORATION. \*\***

This checklist as well as the forms needed is also available on the Growth Management website under licensing at [www.co.okaloosa.fl.us](http://www.co.okaloosa.fl.us)

812 E. James Lee Blvd  
Crestview, FL 32539  
Renée Lucas (850) 651-7526  
[rlucas@co.okaloosa.fl.us](mailto:rlucas@co.okaloosa.fl.us)  
Sheila Roberts (850) 689-4115  
[sroberts@co.okaloosa.fl.us](mailto:sroberts@co.okaloosa.fl.us)  
FAX (850) 651-7184



1084 Lewis Turner Blvd, Suite 200  
Ft. Walton Beach, FL 32547  
Tina Nystrom (850) 651-7532  
[tnystrom@co.okaloosa.fl.us](mailto:tnystrom@co.okaloosa.fl.us)  
Donnese Way (850) 651-7530  
[dway@co.okaloosa.fl.us](mailto:dway@co.okaloosa.fl.us)  
FAX (850) 651-7058