



## PLUMBING, MECHANICAL & CONSTRUCTION BOARD DATES FOR 2016

Board	Board Meeting date	Applicant's deadline before Board meeting	Agenda's Due
Plumbing - 9am Mechanical - 10am Construction - 3pm	January 27, 2016	January 13, 2016	January 20, 2016
Plumbing - 9am Mechanical - 10 am Construction - 3pm	March 30, 2016	March 16, 2016	March 23, 2016
Plumbing - 9am Mechanical - 10am Construction - 3pm	May 25, 2016	May 11, 2016	May 18, 2016
Plumbing - 9am Mechanical - 10am Construction - 3pm	July 27, 2016	July 13, 2016	July 20, 2016
Plumbing - 9am Mechanical - 10am Construction - 3pm	September 28, 2016	September 14, 2016	September 21, 2016
Plumbing - 9am Mechanical - 10am Construction - 3pm	November 16, 2016	November 2, 2016	November 9, 2016

## ELECTRICAL BOARD DATES FOR 2016

Board	Board Meeting date	Applicant's deadline before Board meeting	Agenda's Due
Electrical - 3pm	January 7, 2016	December 17, 2015	December 23, 2015
Electrical - 3pm	February 4, 2016	January 21, 2016	January 28, 2016
Electrical - 3pm	March 3, 2016	February 18, 2016	February 25, 2016
Electrical - 3pm	April 7, 2016	March 24, 2016	March 31, 2016
Electrical - 3pm	May 5, 2016	April 21, 2016	April 28, 2016
Electrical - 3pm	June 2, 2016	May 19, 2016	May 26, 2016
Electrical - 3pm	July 7, 2016	June 23, 2016	June 30, 2016
Electrical - 3pm	August 4, 2016	July 21, 2016	July 28, 2016
Electrical - 3pm	September 1, 2016	August 18, 2016	August 25, 2016
Electrical - 3pm	October 6, 2016	September 22, 2016	September 29, 2016
Electrical - 3pm	November 3, 2016	October 20, 2016	October 27, 2016
Electrical - 3pm	December 1, 2016	November 17, 2016	November 23, 2016



# Department of Growth Management

## Acknowledgement of Exam/Licensure Deadlines

Per Okaloosa County Construction Ordinance 07-32, Section 3-3 and Okaloosa County Electrical Ordinance 07-48, Section 3-3. Eligibility, Licensure by Examination:

*From the date of Board approval, an applicant shall have one (1) calendar year to have taken and scored a grade of at least seventy-five percent (75%) or above on the Standard Business and Law Exam and on an examination in the particular field for which the application is being made; to be prepared, proctored and graded by the approved testing agency. When the passing score is achieved the applicant shall proceed with application for State licensure. Upon receipt of a State license the applicant shall provide to the Department of Growth Management, the State License, business tax receipt, proof of general liability insurance, worker's compensation exemption/insurance and a hold harmless agreement to obtain a Certificate of Competency. The Department shall issue the Certificate of Competency when the above mentioned documentation is provided and all fees are paid in full.*

***If an applicant fails to take the exam within the one (1) calendar year after Board approval, then the applicant will be required to reapply to the appropriate Board for re-approval.***

Per Okaloosa County Construction Ordinance 07-32, Section 3-12 and Okaloosa County Electrical Ordinance 07-48, Section 3-11. Undeclared Exam Applicants:

*Applicants must declare "active" status in Okaloosa County within twelve (12) months from date of notification of passing the examination. If active status is not declared within one (1) year from the date of the original notice, the applicant must appear before the Board for approval to retake the examination.*

By signing this affidavit, I understand that I will have one (1) calendar year from the date of Board approval to take and pass the appropriate exams. I further acknowledge that if I fail to complete the requirements, I will be required to reapply as a new applicant in order to obtain re-approval.

I understand once I have passed the required exams, I have twelve (12) months from the exam notification date from the Growth Management Department to declare "active" status in Okaloosa County.

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date Signed

**NOTARY INFORMATION:**

State of \_\_\_\_\_ County of \_\_\_\_\_

The above applicant, whose name is \_\_\_\_\_  
personally appeared before me and is known by me OR has produced the following  
identification \_\_\_\_\_  
on this \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

\_\_\_\_\_  
Notary's Signature

\_\_\_\_\_  
Commission Expires

**SEAL:**

**OKALOOSA COUNTY DEPARTMENT OF GROWTH MANAGEMENT  
APPLICATION FOR COMPETENCY BOARD APPROVAL**

APPLICANT'S NAME: \_\_\_\_\_ DOB: \_\_\_/\_\_\_/\_\_\_

MAILING ADDRESS: \_\_\_\_\_

CITY/STATE/ZIP: \_\_\_\_\_

WORK PHONE: (\_\_\_\_) \_\_\_\_\_ HOME PHONE: (\_\_\_\_) \_\_\_\_\_

MOBILE PHONE: (\_\_\_\_) \_\_\_\_\_ FAX: (\_\_\_\_) \_\_\_\_\_

EMAIL ADDRESS: \_\_\_\_\_

**TYPE OF TRADE:** \_\_\_\_\_

\_\_\_\_ Credit Report for Applicant

\_\_\_\_ Work History Affidavit

\_\_\_\_ Experience Affidavit for Applicant

\_\_\_\_ \$25 fee

Receipt No: \_\_\_\_\_ Total Paid: \_\_\_\_\_ Staff Initials \_\_\_\_\_

\_\_\_\_ Have you ever been convicted of a felony?  
YES or NO

\_\_\_\_ Have you ever been party to an entity that has been in any form of the construction business?  
YES or NO

If "yes", please state the name(s) of all entities with which you are or have been associated:

\_\_\_\_\_

\_\_\_\_ Have you ever had a court judgment rendered against you that remains unsatisfied?  
YES or NO

\_\_\_\_ Have you ever filed for bankruptcy protection in any state?  
YES or NO

\_\_\_\_ Have you ever lost any license due to failure of the licensee to pay any debt, or failure to abide by the requirements of the license?  
YES or NO

If you answer "yes" to any of the above three (3) questions, please attach an explanation.

\_\_\_\_ If you have done business in any form of construction or building in any other state, please disclose the state or states in which you were involved:

\_\_\_\_\_

\_\_\_\_ Drivers License

**Affidavit of Applicant: I hereby certify that the information contained herein is true and correct to the best of my knowledge and belief.**

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date Signed

**NOTARY STATE OF \_\_\_\_\_, COUNTY OF \_\_\_\_\_**

Sworn to and subscribed before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_ By \_\_\_\_\_

Personally Known \_\_\_\_\_ OR Produced Identification \_\_\_\_\_ Type of Identification Produced \_\_\_\_\_

**Notary Signature** \_\_\_\_\_

**SEAL:**

OFFICE USE ONLY

MEETING DATE: \_\_\_\_\_

MOTION MADE BY: \_\_\_\_\_ SECONDED BY: \_\_\_\_\_

VOTE: \_\_\_\_\_

# FLORIDA CONSTRUCTION INDUSTRY LICENSING BOARD

## Credit Reporting Agencies – For Reference Only

(This listing is **not all inclusive**. You may submit credit reports from agencies not included on this list, so long as they meet the criteria listed in 61G4-12.011(12), Florida Administrative Code.)

DBPR cannot recommend or endorse a particular credit reporting agency. The list provided below includes the agencies that we are aware of that currently meet the Board's reporting requirements. It is provided solely as a courtesy to assist you in locating resources. The Department specifically disclaims any responsibility for the quality or cost of services provided by the agencies listed below.

**Note to Applicants: Effective April 10, 2012, personal credit reports must contain a FICO derived credit score to meet application requirements. It is the applicant's responsibility to ensure the credit reporting agency includes the FICO derived score on the credit report submitted to DBPR.**

### ATLANTIC BEACH

Credit, Business, & License  
Solutions dba  
www.dbprcreditreport.com  
PH 800.600.2155

### BRANDON

Network Credit Services  
PH 813.685.5678

### CORAL GABLES

Supreme Credit Information  
Services  
PH 305.665.3315

### CRYSTAL RIVER

USA Credit Bureau  
PH 888.474.2270

### FORT LAUDERDALE

Credit Bureau Services, Inc. dba  
www.elicensereport.com  
PH 954.561.1400

Lumbermen's dba  
www.FloridaCreditReports.com  
PH 954.771.2100  
TOLL FREE 800.496.4826

Licenses, Etc.  
www.licensesetc.com  
PH 954.573.2700

### FORT MYERS

Merit Credit  
www.meritcreditservices.com  
PH 239.277.3202  
TOLL FREE 800.371.3348

### FORT WALTON BEACH

C.B. Services Credit Bureau  
PH 850.862.2134

### JACKSONVILLE

CBJ Associates Inc  
PH 904.723.5533

Lexis/Nexis  
PH 678.694.4809

### LANTANA

Credit Search  
PH 561.791.9458

### MIAMI

A & A Credit Corp.  
  
Merchant's Association  
  
Premium Credit Bureau  
PH 305.468.1560

### NAPLES

1<sup>st</sup> United CRS dba  
www.unitedcrs.com  
PH 239.206.1049  
  
Contractor Licensing Inc

Licenses, Etc.  
www.licensesetc.com  
PH 239.777.1028

Merit Credit  
www.meritcreditservices.com  
PH 239.277.3202  
TOLL FREE 800.371.3348

### ORLANDO

National Association of Credit  
Management d/b/a NACM South  
Atlantic  
www.nacmsouthatlantic.com  
PH 407.299.7491 / 800.393.6226

### ORMOND BEACH

Dragnet Credit & Tenant Screening  
PH 386.676.7733

MacData Inc.

### OUT OF STATE

AAA Advantage Credit Services  
PH 877.296.4600

1<sup>st</sup> United CRS dba  
www.unitedcrs.com  
PH 215.501.7224  
Credit Plus, Inc.

PH 818.331.1048

Credit Profile & Security Corp.  
**PENSACOLA**  
Credit Bureau of Escambia County

### SARASOTA

Check Mate  
PH 941.366.1819

License Exam Services LLC  
PH 941.706.2336

### SUNRISE

Associated Credit Reporting, Inc  
www.associatedcreditreporting.com  
PH 754.216.0025  
PH 800.676.7640 (ext. 201)

### TAMPA

Contractors Reporting Service  
PH 800.487.2084

NACM Tampa Inc  
Contact: Cassie Thomas  
cthomas@nacmtampa.com  
PH 800.352.5882, Ext 292

### TALLAHASSEE

1<sup>st</sup> United CRS dba  
www.unitedcrs.com  
PH 850.539.8000

Background Research, Inc.

### VENICE

National Research Group  
PH 941.488.8500

### WEST PALM BEACH

Credit Check, Inc.  
PH 561.616.5556  
TOLL FREE 877.616.5556  
www.creditcheckinc.com

*Updated: 9/16/15*



## Department of Growth Management

### **EXTERIOR APPLICATIONS CONTRACTOR**

**“Exterior Applications Contractor”** means a person who is qualified and whose services are limited to the installation, replacement, and minor repairs on components of existing buildings in connection with the maintenance and replacement of windows and doors, siding, coatings, sealants, caulking, hurricane shutters, exterior insulating finishing systems (EIFS), stucco and other non-structural components of a building’s exterior envelope. This encompasses buildings in heights of two (2) stories or less ONLY.

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#### **ALL APPLICANTS MUST BE 22 YEARS OF AGE OR OLDER**

**Okaloosa County requires applicants for State Registered or Local Specialty Licenses to appear before the appropriate competency Board for approval prior to testing.**

#### **Information Enclosed with Packet:**

1. Board Dates and Deadlines
2. Credit Reporting Agency Approved List
3. Application for Board Approval Affidavit
4. Two (2) Year Contractor Experience Affidavit
5. Employment History Affidavit
6. Acknowledgement of Exam/Licensure Deadline Affidavit
7. Testing Agency Notification

#### **Items required before Board appearance can be granted:**

- \_\_\_ Credit Report\*\* on yourself from a Department of Business and Professional Regulation approved credit report agency (list enclosed in packet);
- \_\_\_ Proof of satisfaction of liens, judgments, and discharge of bankruptcy, if applicable;
- \_\_\_ Application for Board Approval Affidavit;
- \_\_\_ Two (2) Year Contractor Experience Affidavit;
- \_\_\_ Employment History Affidavit;
- \_\_\_ Acknowledgement of Exam/Licensure Deadline Affidavit;
- \_\_\_ \$25 Board Processing fee (cash, check, money order, MasterCard, Visa or Discover credit/debit cards\*) \*additional fees applied to credit/debit payments

\*\*Credit reports must be mailed directly to Okaloosa County Department of Growth Management from the credit agency. **NOTE:** Emailed credit reports will be accepted as long as they are sent directly from the credit reporting agency and can be verified. **PLEASE BE ADVISED:** If the credit report is submitted along with the required documents, THE ENVELOPE MUST BE SEALED. If the envelope is opened, the credit report **WILL NOT** be accepted from the applicant.

If you are interested in obtaining your State Certified license, please call the Department of Business & Professional Regulation at **(850) 478-1395** or visit: [www.myfloridalicense.com](http://www.myfloridalicense.com) for information.

**1250 N. Eglin Parkway, Suite 301, Shalimar, FL 32579  
812 E. James Lee Blvd, Crestview, FL 32539  
(850) 651-7526**



## Department of Growth Management Licensing Division

### TESTING AGENCY NOTIFICATION

Dear Applicant:

In order to proceed with testing once you have been approved by the appropriate Trade Competency Board you will be required to take the Trade and Business and Law examinations.

Okaloosa County accepts testing under the following testing agencies:

**PROMETRIC:** Prometric is currently offering all construction trade examinations under the 2010 Florida Building Code. As of this writing, Prometric has not given a date as to when the 2014 Florida Building Code examinations will be provided to our county.

Should you choose to test with this agency, you will be tested under the 2010 Florida Building Code but you will be responsible for performing all work under the current 2014 Florida Building Code as adopted by Okaloosa County once your license has been issued.

The examination sites nearest our county are Pensacola or Panama City and are offered on a monthly basis.

**PROV:** Prov is currently offering all construction trade examinations under the 2014 Florida Building Code as adopted by Okaloosa County. The examination site nearest our county, at this time, is at Pensacola State College, and the examinations are offered weekly.

When you have chosen the agency with which you wish to test, please contact our licensing specialist, Rene'e Lucas, and she will email the booklists to you.

**OKALOOSA COUNTY**  
**Work History Affidavit**

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Name of Applicant \_\_\_\_\_

Home Address \_\_\_\_\_

Home Phone \_\_\_\_\_ Work Phone \_\_\_\_\_ Mobile Phone \_\_\_\_\_

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**WORK EXPERIENCE:**

**Must be listed in chronological order, starting with the most current employment. You may attach additional sheets if necessary in order to give complete and detailed information.**

EMPLOYER \_\_\_\_\_ YOUR TITLE \_\_\_\_\_

EMPLOYER ADDRESS \_\_\_\_\_

START DATE (Month/Year) \_\_\_/\_\_\_/\_\_\_ END DATE (Month/Year) \_\_\_/\_\_\_/\_\_\_ SUPERVISOR'S NAME \_\_\_\_\_

YOUR SPECIFIC DUTIES \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

EMPLOYER \_\_\_\_\_ YOUR TITLE \_\_\_\_\_

EMPLOYER ADDRESS \_\_\_\_\_

START DATE (Month/Year) \_\_\_/\_\_\_/\_\_\_ END DATE (Month/Year) \_\_\_/\_\_\_/\_\_\_ SUPERVISOR'S NAME \_\_\_\_\_

YOUR SPECIFIC DUTIES \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

EMPLOYER \_\_\_\_\_ YOUR TITLE \_\_\_\_\_

EMPLOYER ADDRESS \_\_\_\_\_

START DATE (Month/Year) \_\_\_/\_\_\_/\_\_\_ END DATE (Month/Year) \_\_\_/\_\_\_/\_\_\_ SUPERVISOR'S NAME \_\_\_\_\_

YOUR SPECIFIC DUTIES \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

EMPLOYER \_\_\_\_\_ YOUR TITLE \_\_\_\_\_

EMPLOYER ADDRESS \_\_\_\_\_

START DATE (Month/Year) \_\_\_/\_\_\_/\_\_\_ END DATE (Month/Year) \_\_\_/\_\_\_/\_\_\_ SUPERVISOR'S NAME \_\_\_\_\_

YOUR SPECIFIC DUTIES \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

EMPLOYER \_\_\_\_\_ YOUR TITLE \_\_\_\_\_

EMPLOYER ADDRESS \_\_\_\_\_

START DATE (Month/Year) \_\_\_/\_\_\_/\_\_\_ END DATE (Month/Year) \_\_\_/\_\_\_/\_\_\_ SUPERVISOR'S NAME \_\_\_\_\_

YOUR SPECIFIC DUTIES \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

EMPLOYER \_\_\_\_\_ YOUR TITLE \_\_\_\_\_

EMPLOYER ADDRESS \_\_\_\_\_

START DATE (Month/Year) \_\_\_/\_\_\_/\_\_\_ END DATE (Month/Year) \_\_\_/\_\_\_/\_\_\_ SUPERVISOR'S NAME \_\_\_\_\_

YOUR SPECIFIC DUTIES \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Applicant Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**STATE OF** \_\_\_\_\_ **COUNTY OF** \_\_\_\_\_

The foregoing document was acknowledged before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_

By \_\_\_\_\_

Who is personally known by me or produced the following identification \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
Signature of Notary Public

SEAL: