TO: APPLICANTS FOR CONTRACTORS' EXAMINATIONS

REF: CHAPTER 75-489, LAWS OF FLORIDA

Each	applicar	nt must	comple	te the	attached	applicati	on forms	with	supporting	documer	ıts and	file
them	with the	Board.	The Co	mmitte	ees meet	the first	Tuesday	and	Wednesday	of each	month.	

The next committee meeting is	
Your application should be submitted not later than	

Examinations are open-book and prepared for the PCCLB by an independent testing agency to cover knowledge of basic principles of contracting, construction, business administration and law. Questions are multiple-choice, fill-in, true-false, or short answer with diagrams, plans, schematics, or sketches.

All books and references must be brought by the examinee. Only those reference materials specifically authorized on the reference list will be allowed in the examination room. No class notes, scratch-paper, exam study aids or like materials will be allowed. Silent, battery-powered, non-printing calculators are permitted, and applicants must bring their own pencils (#2), pens and rulers.

If an applicant for an original certificate does not provide a complete application with all required supplementary information within one year from the date of filing the application, the fee paid shall be credited to the PCCLB as an earned fee. A new application for a certificate shall be accompanied by another application fee.

All applicants <u>MUST</u> take the business and law examination in addition to the trade examination. These examinations will be graded separately.

A passing grade is 70%. You MUST obtain a grade of at least 70% on the trade portion and 70% on the Business and Law Portion to be issued a license. You will be notified of your grade within 30 days.

Do not call the PCCLB office before 30 days for your examination results.

All experience requirements must be verified on attachment B. The form may be reproduced as needed and all verification must be notarized.

ALL FEES ARE NON-REFUNDABLE



EXAMINATION APPLICATION FORM

Cert. No	Receipt. No	Date:	·	
DATE OF EXAM	GRADE	DATE OF EXAM	GRADE	
			_	
	DO NOT FILL IN	ABOVE DOUBLE LINE		
Type or Print in ink. Answ 1. I am applying for a lice Painting Specialty Co General Contractor Residential Contractor Electrical Contractor Plumbing Contractor Roofing Contractor Specialty Structure Co Veneer Specialty Co Limited Energy Specialty Co Have you previously a	ense as a: ontractor or Contractor ontractor		Contractor ctor tor g Contractor ractor or:	
3. Name of individual to	be certified			
4. Residence address _		City	Zip	
5. Date of birth		_ Place of birth		
6. Gender Male	7. Social Security Numb	er		
identification and verificati	r social security number for th on; credit worthiness; billing a x reporting. Social security nu purposes).	and payments; data collection	, reconciliation, tracking,	
8. Telephone Home	Teleph	one Business		
9. Business Name				

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	Institut	ion	Location		ears ended	Graduation Date
High School				From		
				From		
				From		
11. Have you	previously bee	en in business as any ty	pe of licensed contr	actor?		
How long?		Ty	pe of Contractor			
Where?						
12. History of ast ten years		s an employee or contra	actor in the profession	on for which you o	desire certific	cation: (use
	ATE: H/YEAR TO	YOUR POSITION TITLE, N OF EMPLOYER, SHORT DE YOUR DUTIES AND DEGR RESPONSIBILITY	ESCRIPTION OF	NAME AND ADDRE		
13. Please produring the pas		es and addresses of all	businesses the appl	icant has owned,	operated or	managed

14. A personal credit report must be submitted to the Board directly from the credit reporting agency and <u>must</u> include an official public records check for Pinellas County. Applications will not be accepted unless the credit

report has been received or a receipt for same is included with the application.

15. Three original character letters must be submitted from reputable business or professional persons (not former employers or relatives of the applicant) of Pinellas County or the county of applicant's last business location.

16. If the answer to any of the following questions is "yes," explain fully on a separate sheet of paper. Yes No a. Have you been convicted of a misdemeanor or felony, or are you presently under a charge of committing a misdemeanor or felony? b. Have you ever been refused a contractor's or other professional license or had such a license suspended or revoked? c. Have you during the past five years had more than three business complaints filed against you or a business you owned or managed, through a trade association, a Better Business Bureau, or other non-governmental agency? d. Has any federal, state, county, or other governmental agency filed any business, civil or criminal complaints against you during the past five years? e. Have you ever failed to complete a construction contract? f. If you have ever failed to complete a construction contract, are there any outstanding labor or material liens against any person or company as a result? g. Are there any outstanding labor or material liens against you or your company? h. Are you now doing business, or have you ever done business, under a fictitious name: Attach proof of compliance with the Florida Fictitious Name Act. i. Have you ever been issued a citation for unlicensed contracting? If so, has it been paid? 17. I hereby apply for a competency license as a Contractor and enclose the fee in the amount of \$250.00. I have read the application and the accompanying instruction sheet and have answered all questions truly and honestly. I understand that my certificate can be suspended or revoked for good cause shown. THIS FORM MUST BE NOTARIZED. STATE OF FLORIDA COUNTY OF Applicant Signature The foregoing instrument was acknowledged before me This _____ day of ______, 20___ by: _____ Date Name of person taking acknowledgement Signature of Notary Print, Type or Stamp Commissioned Name of Notary Public Personally known _____ or Produced Identification _____

Type of Identification Produced _____

VERIFICATION OF CONSTRUCTION EXPERIENCE

		20
PINELLAS COUNTY CONSTRU 7887 BRYAN DAIRY ROAD, SU LARGO, FL 33777		
NAME OF APPLICANT:		
(Tell in your own words what you position as apprentice, helper, jo	ı know of applicant's experience. De	scribe the type of work performed and the ployee, or contractor. Describe the kind of
I AM THE QUALIFIER FOR THE	ABOVE CONSTRUCTION FIRM, A	ND HOLD A CURRENT CERTIFICATE OF
COMPETENCY:		
NO	FROM	
AS A		CONTRACTOR. I CERTIFY
	Y THAT THE FOREGOING IS TRUE	
THIS FORM MUST BE NOTARI	ZED.	
STATE OF FLORIDA COUNTY OF		
		Signed
The foregoing instrument was ack	_	
This day of	, 20by:	Print Name
		Plint Name
Name of person taking acknowled	gement	
Cinnature of Natara		
Signature of Notary		
Print, Type or Stamp Commission	ed Name of Notary Public	
	·	
Personally known or Prod	uced Identification	
Type of Identification Produced	· · · · · · · · · · · · · · · · · · ·	
(This form may be duplicated. Verguired in the category for which		substantiate the minimum experience

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(If self-employed, notarized letters from Building Officials, licensing agencies, and/or contractors you performed work for, will be accepted.)

TO PERSONS REQUESTED TO CERTIFY TO APPLICANT'S EXPERIENCE:

The applicant named is required to prove his right to take a contractor's examination by furnishing these certificates in support of his/her experience shown in his/her application. Enough certificates are required to prove such experience to the Board. The applicant must have had:

Not less than four (4) years' experience at the journeyman level preceding the filing of an application, and a total of eight (8) years full-time employment in the plumbing trade.	• PLUMBING
Not less than three (3) years' experience at the journeyman level preceding the filing of an application, and a total of six (6) years full-time employment in the electrical trade.	ELECTRICAL
Not less than four (4) years' experience at the journeyman level preceding the filing of an application, and a total of eight (8) years full-time employment in the mechanical or air conditioning trade.	MECHANICAL AIR CONDITIONING
Not less than three (3) years' experience at the journeyman level preceding the filing of an application, and a total of six (6) years full-time employment in the sheet metal trade.	SHEET METAL
Not less than four (4) years' experience as a foreman or field supervisory employee preceding the filing of an application.	 ROOFING PAINTING SPECIALTY UNDERGROUND UTILITY MARINE SPECIALTY STRUCTURAL MASONRY SPECIALTY STRUCTURAL STEEL SPECIALTY NATURAL GAS SPECIALTY CARPENTRY SPECIALTY PILE DRIVING SPECIALTY GLASS & GLAZING SPECIALTY PAVING SPECIALTY ELECTRICAL SIGN SPECIALTY PRESTRESSED PRECAST CONCRETE SPECIALTY REINFORCING STEEL SPECIALTY CABINET FINISH CARPENTRY POOLS SPECIALTY STRUCTURE
Not less than four (4) years' experience at the supervisory level in residential construction preceding the filing of an application.	RESIDENTIAL
Not less than four (4) years' experience at the supervisory level, one year of which is in building construction. (3 stories; multi-family or non-residential)	BUILDING
Not less than four (4) years' experience at the supervisory level, one year of which is in high-rise construction. (For the purposes of licensure, high-rise is considered buildings over three stories high.)	• GENERAL
Not less than three (3) years' experience as a foreman or supervisory employee preceding the filing of an application.	LIMITED ENERGY SPECIALTY GYPSUM DRYWALL SPECIALTY TILE & MARBLE SPECIALTY PLASTER & STUCCO SPECIALTY

Not less than one (1) year experience as a foreman or supervisor y employee preceding the filing of an application.	VENEER SPECIALTY SWIMMING POOL SVC & MAINT SIGN SPECIALTY, NON-ELECTRICAL FLATWORK CONCRETE SPECIALTY COMMUNICATIONS SYSTEMS
	 COMMUNICATIONS SYSTEMS SPECIALTY IRRIGATION SPECIALTY SHUTTER/OPENING PROTECTIVES SPECIALTY
	DEMOLITION SPECIALTY FENCE ERECTION SPECAILTY GARAGE DOOR SPECIALTY

THE FORM MUST BE NOTARIZED.

<u>DO NOT MAIL THE FORM TO THE PINELLAS COUNTY CONSTRUCTION LICENSING BOARD. RETURN IT TO THE APPLICANT IN ORDER FOR HIM/HER TO ATTACH TO HIS/HER APPLICATION.</u>

Your cooperation is earnestly solicited so that the PCCLB can determine whether an applicant has had the experience necessary to become a capable and qualified contractor.

DESCRIPTION OF CONTRACTOR CLASSIFICATIONS

- GENERAL CONTRACTOR Unlimited building certificate; residential or commercial building, any size or height.
- 2. BUILDING CONTRACTOR limited to commercial and single/multiple residential, not to exceed three (3) stories; also remodeling or repair of any size building if no structural changes are made.
- 3. RESIDENTIAL CONTRACTOR Limited to construction, remodeling, or repair of one, two, or three family residences not more than two stories in height.
- 4. ELECTRICAL CONTRACTOR Unlimited electrical work, all types.
- 5. PLUMBING CONTRACTOR Unlimited plumbing work, all types.
- 6. MECHANICAL CONTRACTOR unlimited mechanical, air conditioning, boilers, pressure vessels, lift station equipment, pressure and process piping, pneumatic control piping, gasoline tanks/pumps, chemical and fuel lines and related work.
- CLASS "A" AIR CONDITIONING CONTRACTOR Unlimited air conditioning, refrigeration, heating, boiler and
 unfired pressure vessel systems, piping, insulation of pipes, pressure and process piping, pneumatic control piping
 and related work.
- 8. CLASS "B" AIR CONDITIONING CONTRACTOR Limited to 25 tons cooling and 500,000 BTU heating in air-conditioning, refrigeration, process and pipe insulation vessels and duct work and related.
- 9. SHEET METAL CONTRACTOR Unlimited services in manufacturing and installation ferrous and nonferrous metal U. S. No. 10 gauge or lighter; air handling systems, including setting of air handling equipment and including balancing of air handling systems.
- 10. ROOFING CONTRACTOR Services in installation, maintenance, repair, or design of all kinds of roofing and waterproofing.
- 11. SPECIALTY STRUCTURE CONTRACTOR Services in the aluminum construction trade.
- 12. VENEER SPECIALTY CONTRACTOR Limited to siding, soffit, fascia and gutter work, aluminum, metal and vinyl.
- 13. COMMERCIAL SWIMMING POOL/SPA CONTRACTOR Any pool or spa, public or private. Does not include connection to public water or sewer systems.
- 14. RESIDENTIAL POOL/SPA CONTRACTOR Any residential pool or spa, intended for use by not more than three families and guests.
- 15. SWIMMING POOL/SPA SERVICING CONTRACTOR Service, repair, re-plastering, heater installation of any pool or spa.
- 16. UNDERGROUND UTILITY CONTRACTOR Main sanitary sewer collection system, main water distribution systems, storm sewer collection systems of \$5,000 or more in contract value.
- 17. LIMITED ENERGY SYSTEMS SPECIALTY CONTRACTOR The scope includes electrical wiring, fixtures, appliances, thermostats, apparatus, raceways, conduit, and fiber optics (transmission of light over stranded glass) or any part thereof not to exceed 98 volts, (RMS).
- 18. PAINTING SPECIALTY CONTRACTOR Painting, paperhanging, sandblasting, caulking and waterproofing (excluding waterproofing of roofs).
- 19. MARINE SPECIALTY CONTRACTOR Seawalls, docks, piers, wharves, bulkheads, revetments, groins, and other marine structures. Includes pile driving.
- 20. STRUCTURAL MASONRY SPECIALTY CONTRACTOR Batching and mixing of aggregates, cement and water; placing and erection of steel; laying block and brick; fireplaces and chimneys; forms and framing; pouring, placing, and finishing concrete.
- 21. FLATWORK CONCRETE SPECIALTY CONTRACTOR Limited to forming, pouring, placing, and finishing of concrete on grade, includes pavers.
- 22. GYPSUM DRYWALL SPECIALTY CONTRACTOR Installation of all metal accessories; prefabricated ceiling materials; surface preparation and finishing. Does not include plastering, block, or wood partitions.
- 23. NATURAL GAS SPECIALTY CONTRACTOR Gas piping, appliances, mains, lines, laterals, tanks and appurtenances.
- 24. CARPENTRY SPECIALTY CONTRACTOR Rough framing, structural and non-structural, trusses, and sheathing.

- 25. TILE AND MARBLE SPECIALTY CONTRACTOR Base and hard tile, marble, both residential and commercial.
- IRRIGATION SYSTEMS SPECIALTY CONTRACTOR Piping and sprinkler heads including connection to water pumps (non-potable).
- 27. STRUCTURAL STEEL SPECIALTY CONTRACTOR Erection and field fabrication including related riveting, welding, and rigging.
- 28. SHUTTER/OPENING PROTECTIVES SPECIALTY CONTRACTOR Shutters and opening protectives.
- 29. DEMOLITION SPECIALTY CONTRACTOR Demolish/remove structures and foundations.
- 30. PLASTER, STUCCO AND LATH SPECIALTY CONTRACTOR Coat interior and exterior surfaces with mixture of sand and Portland cement or like mixtures.
- 31. FENCE ERECTION SPECIALTY CONTRACTOR Construct, install, maintain or repair fencing.
- 32. GLASS AND GLAZING SPECIALTY CONTRACTOR All makes and kinds of glass and glasswork, frames, panels, mirrors, tub and shower enclosures.
- 33. PAVING SPECIALTY CONTRACTOR Asphalt roadways, parking lots, sidewalks, curbs, gutters, airport runways and aprons.).
- 34. PILE DRIVING SPECIALTY CONTRACTOR Pilings; foundations including excavating, forming and placing of reinforcing steel and concrete.
- 35. PRESTRESSED PRECAST CONCRETE SPECIALTY CONTRACTOR Structural precast concrete units including welding and rigging.
- 36. REINFORCING STEEL SPECIALTY CONTRACTOR Fabricate, place and tie steel reinforcing for concrete buildings and structures.
- 37. ELECTRICAL SIGN SPECIALTY CONTRACTOR Erect electrical signs: no work beyond the last disconnecting means or terminal point, No branch circuit wiring.
- 38. SIGN SPECIALTY CONTRACTOR, NON-ELECTRICAL Install, repair, alter non-electrical signs.
- 39. FINISH CARPENTRY CONTRACTOR Paneling, interior and exterior trim, cabinets, bookshelves, wood flooring, stair treads & risers, handrails, exterior windows and doors. Allows non-structural modifications but not the work of another trade except as is allowed by cabinet contractors.
- 40. CABINET CONTRACTOR Onsite fabrication, assembling, handling, erection, installation, dismantling, adjustment, repair and servicing of cabinets, countertops, bookshelves, and shelving involving wood, light gauge steel, and allied construction materials. Requires electrical, plumbing, mechanical, tile, gas etc. to be done by licensed contractors in their appropriate trade.
- 41. GARAGE DOOR SPECIALTY CONTRACTOR Installation and maintenance of garage doors.
- 42. SWIMMING POOL LAYOUT SPECIALTY CONTRACTOR Limited to the layout, shaping steel installation, and rough piping of pool, spas and hot tub shells.
- 43. SWIMMING POOL STRUCTURAL SPECIALTY CONTRACTOR Limited to the shaping and shooting of gunite, shotcrete, concrete, or similar product mix used in the construction of swimming pools and spas. Also includes the installation of fiberglass shells and vinyl liners.
- 44. SWIMMING POOL EXCAVATION SPECIALTY CONTRACTOR Limited to the excavation and earthmoving required for the installation of pools spas, and hot tub shells.
- 45. SWIMMING POOL TRIM SPECIALTY CONTRACTOR Limited to the construction and installation of the tile and coping for pools, spas, and hot tubs shells. Decorative or interactive water displays or areas that use recalculated water, including waterfalls and spray nozzles, are also included in this rule within this scope of work.
- 46. SWIMMING POOL DECKING SPECIALTY CONTRACTOR Limited to the construction and installation of concrete flatwork, pavers and bricks, retaining walls, and footings associated with the construction of pools, spas, and hot tub shells.
- 47. SWIMMING POOL PIPING SPECIALTY CONTRACTOR Limited to the installation of piping or the installation of circulating, filtering, disinfecting, controlling, or monitoring equipment and devices used in the construction of pools, spas, hot tubs, and decorative or interactive water displays or areas.
- 48. SWIMMING POOL FINISHES SPECIALTY CONTRACTOR Limited to the coating or plastering of the interior surfaces of pools, spas, or hot tub shells.

THE PINELLAS COUNTY CONSTRUCTION LICENSING BOARD DOES NOT RECOMMEND NOR SPONSOR ANY SCHOOL PURPORTING TO TUTOR OR PREPARE APPLICANTS FOR CONTRACTOR'S EXAMS.

For your convenience, we are supplying you with a list of schools, public and private, which offer various types of exam preparation, as well as a list of possible sources for the purchase of the recommended reference materials.

Book Stores and Private Schools

Construction Estimating Institute

State and and County Continuing Education Zada Roy 5016 Calle Minorga Sarasota, FL 34242 800-423-7058

Online: www.estimating.org

Contractors Exam School Bookstore Inc.

561-471-1828 (West Palm Beach) 954-963-5444 (Pembroke Pines)

Building Trades Education Services & Book Store

2136 Cattlemen Road Sarasota, FL 34232 800-832-2496

Online: www.buildingtradeeducation.com

Contractors Library

8301 Joliet St. Hudson, FL 34667 877-542-3673 727-861-7225

Online: www.contractorsinstitute.com

Contractors Exam School Inc.

State, Continuing Education & GITS Prep GITS by appointment only 1213 N Parsons Ave Brandon, FL 33510 813-684-1161

Contractors Institute

8301 Joliet Street Hudson, FL 34667 800-571-4777 www.contractorslibrary.com

Cam Tech School of Construction

246 Crystal Grove Blvd. Lutz, FL 33548 813-960-0100

Online: www.camtechschool.com

Contractors Exam School Online

www.contractorsexamschool.com

Also note: You may find some of the books on Amazon at a discounted rate.

REQUIREMENTS FOR EXPERIENCE FOR GENERAL & BUILDING CONTRACTOR APPLICANTS

1. Sitework

2. Excavation

3. Footings

4. Piles and Pile Caps

5. Laying Concrete Slabs/Decks

6. Masonry Walls

7. Steel Erection

8. Trusses

9. Reinforcement Bar

10. Column Erection

11. Formwork

12. Framing

Should be able to prove construction experience in four or more of the above areas.

REQUIREMENTS FOR EXPERIENCE FOR RESIDENTIAL CONTRACTOR APPLICANTS

1. Sitework

2. Excavation

3. Footings

4. Piles

5. Laying Concrete Slabs/Decks

6. Masonry Walls

7. Trusses

8. Reinforcement Bar

9. Formwork

10. Framing

Should be able to prove construction experience in four or more of the above areas.

GENERAL: Not less than four (4) years' experience at the supervisory level, one year of which is in high-rise construction. (For the purposes of licensure, high-rise construction is considered buildings over three stories in height.)

BUILDING: Not less than four (4) years' experience at the supervisory level, one year of which is in building construction (3 stories, multi-family or non-residential).

RESIDENTIAL: Not less than four (4) years' experience at the supervisory level in residential construction preceding the filing of an application.

Credit Reporting Agencies

- Contractors Reporting Service, Inc. (813) 932-5244
 www.activatemylicense.com
- Credit Check, Inc.
 (877) 616-5556

 www.pinellasreports.com
- License Exam Services
 (941) 706-2336

 www.needfloridalicense.com or www.cmate.us

FREQUENTLY ASKED QUESTIONS – APPLICATIONS

1. WHAT ARE CHARACTER LETTERS?

They are general letters of personal reference from someone who knows you well, like a minister or neighbor. Anyone can write such a letter, except a relative. You will need to provide three letters, each from a different person. The letters should state how you are known to that person (as a neighbor, longtime friend, parishioner), how long they have known you, and something about your character.

NOTE: CHARACTER LETTERS ARE SEPARATE FROM VERIFICATION OF EXPERIENCE

2. CREDIT REPORTS – Who, What, When, and Where?

The credit report must be sent directly from a <u>credit reporting agency and must include an official Pinellas County Public Records Check</u>. There are 14 companies that do the reports, and most of them will email the reports directly to this office. You may go online to find these agencies, but be sure they do a local records check. Reports of this nature require a fee.

<u>What are the agencies looking for on the credit reports</u>? They research liens, judgements, and collections mainly aimed at businesses. The Board is not concerned with medical bills or foreclosures on personal property.

Is a certain credit score required for approval? No.

3. HOW MUCH EXPERIENCE DO YOU HAVE?

The PCCLB is looking for the type of work you have done and time frames (span of time engaged in such work). The **Categories of Trade** list on the next page tells you how many years of experience are required for each of the trades.

FREQUENTLY ASKED QUESTIONS – APPLICATIONS

4. CATEGORIES OF TRADE:

Building 4 years Cabinet 4 years Carpentry 4 years Communication System 1 year Demolition 1 year Electrical 6 years **Electrical Sign** 4 years Fence 1 year Finish Carpentry 4 years Flatwork 1 year Garage Door 1 year General 4 years Glass/Glazing 4 years Gypsum Drywall 3 years Irrigation 1 vear Low Voltage 3 years Marine 4 years Mechanical 8 years **Natural Gas** 4 years **Painting** 4 years **Paving** 4 years Pile Driving 4 years Plaster & Stucco 3 years **Plumbing** 8 years Pool Service/Maintenance 1 year Pools 4 years **Pre-stressed Precast Concrete** 4 years **Reinforcing Steel** 4 years Residential 4 years Roofing 4 years Sheet Metal 6 years Shutter/Opening Protective 1 year Sign Specialty, Non Electrical 1 year **Specialty Structure** 4 years Structural Masonry 4 years Structural Steel 4 years Tile & Marble 3 years **Underground Utility** 4 years Veneer 1 year