



PINELLAS COUNTY CONSTRUCTION LICENSING BOARD

TO: APPLICANTS FOR CONTRACTORS' EXAMINATIONS

REF: CHAPTER 75-489, LAWS OF FLORIDA

Each applicant must complete the attached application forms with supporting documents and file them with the Board. The Committees 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 MUST 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.

Application Fee \$250.00

ALL FEES ARE NON-REFUNDABLE



PINELLAS COUNTY CONSTRUCTION LICENSING BOARD

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. Answer all questions.

1. I am applying for a license as a:

- | | |
|--|--|
| <input type="checkbox"/> Painting Specialty Contractor | <input type="checkbox"/> Mechanical Contractor |
| <input type="checkbox"/> General Contractor | <input type="checkbox"/> Class A Air Conditioning Contractor |
| <input type="checkbox"/> Residential Contractor | <input type="checkbox"/> Class B Air Conditioning Contractor |
| <input type="checkbox"/> Electrical Contractor | <input type="checkbox"/> Sheet Metal Contractor |
| <input type="checkbox"/> Plumbing Contractor | <input type="checkbox"/> Commercial Pool Contractor |
| <input type="checkbox"/> Roofing Contractor | <input type="checkbox"/> Residential Pool Contractor |
| <input type="checkbox"/> Specialty Structure Contractor | <input type="checkbox"/> Swimming Pool Servicing Contractor |
| <input type="checkbox"/> Veneer Specialty Contractor | <input type="checkbox"/> Underground Utility Contractor |
| <input type="checkbox"/> Limited Energy Specialty Contractor | <input type="checkbox"/> Other Specialty Contractor: _____ |

2. Have you previously applied to this Board for licensure as a contractor or journeyman? If so, when?

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 Number _____

(The PCCLB collects your social security number for the following purposes: classification of accounts; identification and verification; credit worthiness; billing and payments; data collection, reconciliation, tracking, benefit processing, and tax reporting. Social security numbers are also used as a unique numeric identifier and may be used for research purposes).

8. Telephone Home _____ Telephone Business _____

9. Business Name _____



PINELLAS COUNTY CONSTRUCTION LICENSING BOARD

10. Education

Institution	Location	Years Attended	Graduation Date
High School _____	_____	From _____ To _____	_____
College _____	_____	From _____ To _____	_____
Other _____	_____	From _____ To _____	_____

11. Have you previously been in business as any type of licensed contractor?

How long? _____ Type of Contractor _____

Where? _____

12. History of employment as an employee or contractor in the profession for which you desire certification: (use last ten years only).

DATE: MONTH/YEAR		YOUR POSITION TITLE, NAME AND ADDRESS OF EMPLOYER, SHORT DESCRIPTION OF YOUR DUTIES AND DEGREE OF RESPONSIBILITY	NAME AND ADDRESS OF SUPERVISOR OR PERSON FAMILIAR WITH YOUR DUTIES
FROM	TO		

13. Please provide the names and addresses of all businesses the applicant has owned, operated or managed during the past five years.

14. A personal credit report must be submitted to the Board directly from the credit reporting agency and must 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.



PINELLAS COUNTY CONSTRUCTION LICENSING BOARD

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 CONSTRUCTION LICENSING BOARD
7887 BRYAN DAIRY ROAD, SUITE 133
LARGO, FL 33777

NAME OF APPLICANT: _____

IS WAS EMPLOYED BY: _____

FROM _____ TO _____

(Tell in your own words what you know of applicant's experience. Describe the type of work performed and the position as apprentice, helper, journeyman, foreman, supervisory employee, or contractor. Describe the kind of buildings, structures, or projects worked on. Give any other details that might aid in evaluating relevant experience.)

I AM THE QUALIFIER FOR THE ABOVE CONSTRUCTION FIRM, AND HOLD A CURRENT CERTIFICATE OF COMPETENCY:

NO. _____ FROM _____ TO _____

AS A _____ CONTRACTOR. I CERTIFY

UNDER PENALTY OF PERJURY THAT THE FOREGOING IS TRUE AND CORRECT.

THIS FORM MUST BE NOTARIZED.

STATE OF FLORIDA
COUNTY OF _____

Signed

The foregoing instrument was acknowledged before me

This _____ day of _____, 20____ by: _____

Print Name

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 _____

(This form may be duplicated. Verification forms must be furnished to substantiate the minimum experience required in the category for which application is made.)

(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.	<ul style="list-style-type: none"> • 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.	<ul style="list-style-type: none"> • 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.	<ul style="list-style-type: none"> • 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.	<ul style="list-style-type: none"> • SHEET METAL
Not less than four (4) years' experience as a foreman or field supervisory employee preceding the filing of an application.	<ul style="list-style-type: none"> • 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.	<ul style="list-style-type: none"> • 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)	<ul style="list-style-type: none"> • 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.)	<ul style="list-style-type: none"> • GENERAL
Not less than three (3) years' experience as a foreman or supervisory employee preceding the filing of an application.	<ul style="list-style-type: none"> • 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 SPECIALTY
- IRRIGATION SPECIALTY
- SHUTTER/OPENING PROTECTIVES SPECIALTY
- DEMOLITION SPECIALTY
- FENCE ERECTION SPECALTY
- GARAGE DOOR SPECIALTY

THE FORM MUST BE NOTARIZED.

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.

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

1. 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.
7. 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.
26. 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 recirculated 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 Bookstore

PO Box 5196
Jamesville, Wisconsin 53547-5196
800-253-0541
Online: www.constructionbook.com

Construction Estimating Institute

State and Continuing Education
5016 Calle Minorga
Sarasota, FL 34242
800-423-7058
Online: www.esteeming.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

Electrical Only:

Mike Holt Enterprises
7310 W. McNab Road, Suite 201
Tamarac, FL 33321
800-881-2580
Online: www.mikeholt.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.contractorexamschool.com

See a comprehensive list of Construction Schools and Bookstores online at:
http://www.myfloridalicense.com/dbpr/servop/testing/documents/schools_books_list.pdf



PINELLAS COUNTY CONSTRUCTION LICENSING BOARD

REQUIREMENTS FOR EXPERIENCE FOR GENERAL & BUILDING CONTRACTOR APPLICANTS

- | | |
|--------------------------------|----------------------|
| 1. Sitework | 7. Steel Erection |
| 2. Excavation | 8. Trusses |
| 3. Footings | 9. Reinforcement Bar |
| 4. Piles and Pile Caps | 10. Column Erection |
| 5. Laying Concrete Slabs/Decks | 11. Formwork |
| 6. Masonry Walls | 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 | 6. Masonry Walls |
| 2. Excavation | 7. Trusses |
| 3. Footings | 8. Reinforcement Bar |
| 4. Piles | 9. Formwork |
| 5. Laying Concrete Slabs/Decks | 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.