



# PINELLAS COUNTY CONSTRUCTION LICENSING BOARD

## Partial Payment Plan Policy Updated January 2025 – Effective April 15, 2025

### Purpose

The Contractor Licensing Department Partial Payment Program (PPP) allows contractors to pay fines over time. The program is designed to support compliance and is available to licensed contractors and others who owe fines and associated fees to the Department.

### Strategic Plan Alignment

This initiative is aligned with the County's Strategic Plan to:

- Deliver First Class Services to the Public and Our Customers
  - 5.1 Maximize partner relationships and public outreach
  - 5.2 Be responsible stewards of the public's resources
  - 5.3 Ensure effective and efficient delivery of county services and support

### Business Rationale

The Board adopted the PPP on January 1, 2021 to provide fair opportunities for contractors to comply with payment obligations and policies.

### Policy Changes

#### Exclusion of State Certified Contractors

State-certified contractors are excluded from participating in the program unless already enrolled as of the effective date. Other collection and enforcement practices against state-certified contractors remain unchanged.

### Outstanding Fines and Fees Policy

#### 1. Total Fines and Fees Less than \$350.00:

- Must be paid in full.
- Fees related to licensing (e.g. renewals, late fees, insurance penalties) are ineligible for the program.

#### 2. Total Fines and Fees Between \$350.01 and \$1,999.99:

- Initial payment: at least 50% of the total
- Balance payable over up to 12 months
- Minimum monthly payments: \$100.00

Example:

Outstanding Amount	Initial Payment	Balance	Minimum Monthly Payments	Max # Months
\$500.00	\$250.00	\$250.00	\$100.00	3
\$1,000.00	\$500.00	\$500.00	\$100.00	5
\$1,999.99	\$1,000.00	\$999.99	\$100.00	10

### 3. Total Fines and Fees Greater than \$2,000.00:

- Initial payment: at least 25% of the total
- Balance payable over up to 12 months
- Minimum monthly payments: \$100.00

Example:

Outstanding Amount	Initial Payment	Balance	Minimum Monthly Payments	Max # Months
\$2,000.00	\$500.00	\$1,500.00	\$125.00	12
\$4,500.00	\$1,125.00	\$3,375.00	\$281.25	12
\$6,000.00	\$1,500.00	\$4,500.00	\$375.00	12

### Enforcement for Missed Payments

Escalation steps for missed payments:

- Reminder phone call
- Written notice
- Suspension of license (county-certified)
- Referral to collection agency, State Attorney's Office or Pinellas County Sheriff's Office
- Other remedies available by law or equity.

### Notification and Compliance

Participants will receive 90 days' notice before any policy changes. They can:

- Pay outstanding balances in full.
- Enter a new agreement under the updated policy.

### Effective Date

The new policy will take effect on April 15, 2025.