

PASCO COUNTY
DEVELOPMENT REVIEW SERVICES DEPARTMENT
LICENSING SECTION/BLDG. INSP. DIVISION
WEST PASCO GOVERNMENT CENTER
7530 LITTLE ROAD, SUITE 212
NEW PORT RICHEY, FL 34654
(727) 847-8009
(727) 815-7018 Fax

INSTRUCTIONS
APPLICATION FOR CERTIFICATE OF COMPETENCY AS
DESCRIBED IN PASCO COUNTY CODE CHAPTER 18
ARTICLE 4 LICENSING & CONTRACTORS

All applicants for a Certificate of Competency shall provide a completed, notarized application, and furnish the following:

- A. **Proof of four (4) years experience** in the trade for which application is being made, and for which an applicant seeks to perform contracting. The experience must be equivalent in quantity to 4 years' active, full-time undertaking in the trade or category, and must be capable of independent verification by the Building Official.
1. Original **Notarized** letters from present or past employers on their letterhead stating your qualifications and experience in the trade for which you are applying, how long and in what capacity you worked for them, the hours you performed the trade, and contact information for the employer.
 2. Your licenses held in other jurisdictions for the required number of years in the same trade.
 3. If self-employed, verifiable affidavits from previous clients, and/or, IRS schedule "C" if it shows the individual and the required number of years experience in the trade for which application is being made.
 4. Four year active Full time employment is defined by forty (40) hours a week, fifty two (52) weeks a year, for four (4) years.
- B. Proof of good moral character. Pasco County will require an applicant to provide information on his or her history of arrest, if any, and to pay a fee and sign consent forms for a criminal background history.
- C. A complete **Financial Statement** dated within thirty (30) days prior to the application, showing assets and liabilities of the individual – not a business. Pasco County requires an applicant to demonstrate a minimum net worth of \$20,000.00, except that the following contractors must demonstrate a minimum net worth of \$10,000.00: concrete contractor, masonry contractor, carpentry contractor; sign contractor, nonelectrical; irrigation sprinkler contractor; tile and marble contractor; finish carpentry contractor; aluminum specialty contractor; plastering and stucco contractor; glass and glazing contractor; hurricane protection contractor; garage door contractor; and painting contractor

- D. **Credit report from a nationally recognized credit agency** means report that provides full, accurate, current, and complete information on the following items in a manner which allows the Board to determine the credit worthiness of the applicant: (a) Payment history; (b) Credit rating; (c) Public filings in County, State and Federal courts; (d) Bankruptcies, business history, suits, liens, and judgments, all on a nationwide basis; (e) Location of business, number of years in business, (f) Social security numbers, if available, of all corporate officers, owners and partners, and all federal employer identification numbers, if available, held by the applicant or any business entity that he currently qualifies or is applying to qualify, and (g) UCC filings. Credit Report from a local credit bureau dated within thirty (30) days of the application. All reports shall be sent **directly from the credit bureau** to the Licensing Office and the applicant shall pay all costs for such report. All reports shall be on the **individual not business**.
- E. A **Color Photograph** attached to the application. A recent likeness. (passport type photo)
- F. **Reciprocity** requires a letter from your sponsoring jurisdiction sent directly to Contractor Licensing.
1. Reciprocity requires a passing test score from a recognized testing agency in sponsoring jurisdiction, grandfathering without testing is not acceptable.

THIS APPLICATION WILL NOT BE ACCEPTED IF THE ABOVE REQUIREMENTS HAVE NOT BEEN MET. PLEASE RETURN APPLICATION TO THE ABOVE ADDRESS ONLY.

Major Trades: **Group I Contractors** – Categories 1 through 13

(All applicants for a Group I license must pass an examination.)

1. The Application for “Certificate of Competency must be approved by the Building Official (or his designee) prior to any testing authorizations.
2. Examinations are administered by an authorized independent testing agency.
3. All fees for testing are paid directly to the testing agency by the applicant. You will be given all information on testing and re-testing.
4. Test Requirements: A passing grade of 70 percent minimum or re-testing shall be required.
5. All Group I Contractors and Drywall, Solar, Electrical Sign, and Aluminum Structural Specialty Contractors shall register their license active with the State prior to contracting.

Specialty Trades: **Group II Contractor** - Categories 14 through 33

All applicants for a Group II license must meet the requirements of A through F above and pass an examination as set out in 1 through 5 above, unless you are applying for a waiver of the testing.

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 NEW PORT RICHEY, FL 34654

Current Photograph ***** (Required) ***** Passport Type

Name: _____
Address: _____
City: _____ **State:** _____ **Zip:** _____
Telephone: _____ **Date of Birth:** _____
Social Security Number: _____ - _____ - _____
Name of Company you intend to Qualify: _____

***** IMPORTANT *** Please Read This Information**

Applicants are required to submit proof of **four (4)** years experience in the trade for which they are applying. Notarized letters from previous employers, on company letterhead, shall state the **specific** trade-related experience and length of time employed in the trade for all employers for the required four (4) years. Notarized, self-references are not acceptable. Full time employment is defined by forty (40) hours a week, fifty two (52) weeks a year, for four (4) years.

FEES:

The Certificate of Competency Application fee, the Reciprocity fee, Waiver of Testing fee, is payable upon submittal of the application and is not refundable. **Checks are made payable to: Pasco County Board of County Commissioners.**

Check Applicable Box:

- 1. Original Certificate of Competency.** Application Fee **\$50.00**
 (Test is required) No licenses held in any jurisdiction.

- 2. Reciprocity** Application Fee \$50.00 and Reciprocity Fee \$50.00 **\$100.00**
 (An original letter must be sent, from your sponsoring jurisdiction, directly to Contractor Licensing showing your authorized testing agency test scores for Trade and Business/Law with a 70% or better passing tests score.)

- 3. Original Certificate of Competency with Waiver of Testing** **\$500.00**
 (Applies only to Group II Specialty.)

- 4. Credit Bureau Report fee** (paid directly to the Bureau by the applicant)

- 5. Background History Report fee** (paid directly to the Reporting Agency by the applicant)

(Circle the license you are applying for)

Group I

1. General contractor
2. Building contractor
3. Residential contractor
4. Electrical Contractor
5. Roofing contractor

6. Class A air-conditioning contractor
7. Class B air-conditioning contractor
8. Mechanical contractor
9. Commercial pool/spa contractor

10. Residential pool/spa contractor
11. Swimming pool/spa servicing contractor
12. Plumbing contractor
13. Sheet metal contractor

Group II

14. Aluminum contractor, structural
15. Carpentry contractor
16. Concrete contractor
17. Masonry contractor
18. Sign contractor, electrical
19. Sign contractor, nonelectrical
20. Structural steel contractor

21. Irrigation sprinkler contractor
22. Solar energy installation contractor
23. Drywall contractor
24. Tile, marble and terrazzo contractor
25. Insulation contractor
26. Finish carpentry
27. Aluminum specialty contractor

28. Plastering and stucco contractor
29. Glass and glazing
30. Hurricane protection installation
31. Garage door installer
32. Marine contractor
33. Painting contractor

**Requirements for Certification for New Applications,
Applications for Reciprocity and Applications for Reinstatement**

Section 18-66 Applicability. This article applies to any contractor performing work or contracting to perform work within unincorporated Pasco County.

INDIVIDUAL'S FINANCIAL STATEMENT

Individual's Name

AS OF _____
Date

If you are submitting an accountant's statement in lieu of filling this out, you must sign below attesting that the information is correct.

ASSETS		LIABILITIES	
CURRENT ASSETS	AMOUNT	CURRENT LIABILITIES	AMOUNT
Cash in Bank	\$	Credit Cards Payable	\$
Other Current Assets – Itemize		Bank Loans Payable	
		Mortgages Payable	
		Real Estate Taxes –	
		Past Due Income Taxes	
		Other Current Liabilities	
TOTAL CURRENT ASSETS	\$	TOTAL CURRENT LIABILITIES	\$
Land		Other Liabilities – Due after 1 year	
Home			
Machinery – Tools – Equipment		TOTAL LIABILITIES	\$
Stock and Bonds			
Vehicles – Auto/Truck/RV, etc.		<i>(Subtract Liabilities from Assets to get Net Worth)</i>	
Other Assets – Itemize		NET WORTH	\$
TOTAL ASSETS	\$	TOTAL LIABILITIES AND NET WORTH	\$
PLEASE NOTE: Total Assets must equal Total (Liabilities and Net Worth)			
<i>The undersigned certifies that the information submitted herein is true and correct.</i>			
Date: _____		BY: _____	
		Signature of Applicant	

Please explain any “YES” answers below

❖ Answer the following questions concerning financial stability.

1. Has any bonding or Surety Company ever completed or made financial settlement upon any construction contract or work undertaken by the applicant or any business organization qualified by the applicant, or business organization in which the applicant was a partner, member, officer, or shareholder? Yes _____ No _____
2. Are there any unpaid past-due bills or claims for labor, materials, or services as a result of the construction operations of the applicant or any business organization qualified by the applicant, or business organization in which the applicant was a partner, member, officer, or shareholder? Yes _____ No _____
3. Are there now any liens, suits, or judgments of record pending or recorded against the applicant or any business organization qualified by the applicant, or business organization in which the applicant was a partner, member, officer, or shareholder? Yes _____ No _____
4. Are there now any liens of record by the U.S. Internal Revenue Service or the State of Florida Corporate Tax Division against the applicant or any business organization qualified by the applicant, or business organization in which the applicant was a partner, member, officer, or shareholder? Yes _____ No _____
5. Has the applicant or any business organization qualified by the applicant, or business organization in which the applicant was a partner, member, officer, or shareholder been adjudicated as bankrupt within the past five (5) years or is any such person or organization presently in the process of bankruptcy proceedings? Yes _____ No _____
6. Has the applicant or any business organization qualified by the applicant, or business organization in which the applicant was a partner, member, officer, or shareholder ever made an assignment of assets in settlement of construction obligations for less than the total amount of indebtedness? Yes _____ No _____
7. Has the applicant or any business organization qualified by the applicant, or business organization in which the applicant was a partner, member, officer, or shareholder been convicted of acting in the capacity of a contractor without a license, or if licensed as a contractor in this or any other state has disciplinary action (including probation, fine, or reprimand) ever been taken against such license by a state, county, or municipality? Yes _____ No _____
8. Has the applicant or any business organization qualified by the applicant, or business organization in which the applicant was a partner, member, officer, or shareholder ever been convicted of any offense in this State or elsewhere, other than traffic violations? Yes _____ No _____
9. Have the applicant or any business organization qualified by the applicant, or business organization in which the applicant was a partner, member, officer, or shareholder ever been convicted of any crime, adjudged bankrupt, or refused a fidelity bond? Yes _____ No _____
10. Required signatures: If an individual, the applicant. If a partnership, the applicant and the partner. If a corporation, the applicant, president, vice-president, and secretary or all other officers and/or members.

If any answer is yes explain fully on a separate statement in your own words and attach the statement to this application.

APPLICANT: _____

Partner/Corporation Officers

Work history:

Present Employer: _____
Address: _____
Job Description: _____
Time Employed: _____

Past Name of Employer: _____
Address: _____
Job Description: _____
Time Employed: _____

Past Name of Employer: _____
Address: _____
Job Description: _____
Time Employed: _____

List two (2) personal references, other than relatives.

<u>Name:</u>	<u>Address:</u>	<u>Phone:</u>
_____	_____	_____
_____	_____	_____

NOTE: If this application requires a test, test information will be given to you for the category that you selected on the front of this application at the time it was issued to you. All tests and all fees for testing are paid directly to Testing Agency. You will be sent an approval letter with an Examination Registration Form, Examination Schedule, Test and Review Center Codes, and instructions for filling out the Examination Registration Form **if** your Application for Certificate of Competency has been approved.

I HAVE ANSWERED BOARD QUESTIONS ON FINANCIAL STABILITY AND NET WORTH.

I hereby declare that all information submitted herein is correct and true to the best of my knowledge and I authorize the Development Review Services Department to investigate any or all of the statements or information which I have submitted or will submit in connection with this application

Signature of Applicant

Sworn to and subscribed to, before me this
____ Day of _____, 200 ____

Notary Public

PLEASE NOTE: this application will **expire six (6) months** from the received date if a Certificate of Competency has not been issued.

FINANCIAL RESPONSIBILITY: DEFINITION/GROUNDS FOR DENIAL

Pasco County Code Section 18-70 Requirements to apply for and/or obtain a certificate of competency from Pasco County.

18-70 (1) (c) Proof of financial stability. Pasco County will require a financial statement and will require the applicant to pay a fee and sign consent forms for a credit report from a nationally recognized credit agency that (a) obtains credit information both within and outside the State of Florida, (b) validates, updates, and maintains the accuracy of credit information obtained, and (c) obtains credit reports from at least 2 credit bureaus. Any applicant who has a history of bankruptcy may be required to provide a creditor matrix and proof of final discharge or judgment. Any applicant who has had a lien or a court judgment against him or her may be required to provide a copy of the petition, judgment, lien, and proof of satisfaction or current repayment plan. Financial stability refers to the ability to safeguard the public from economic loss resulting from a contractor's inability to pay his lawful obligations under the contract. The grounds upon which the building official may deny a certificate of competency for lack of proof as to financial stability include the following:

- (i) Failure to submit the required credit reports, creditor matrix, judgments, lien information, or other information requested by the Building Official.
- (ii) Failure to answer the application questions truthfully and completely.
- (iii) Evidence that the applicant has filed voluntary or involuntary bankruptcy within the five (5) years preceding the application resulting in a loss to consumers or creditors with whom the applicant conducted business as a contractor.
- (iv) The existence, within the ten (10) years preceding the application, of an unsatisfied court judgment rendered against the applicant based upon the applicant's failure to pay just obligations to parties with whom the applicant conducted business as a contractor.
- (v) An unfavorable credit report or history as indicated by any of the documents submitted.
- (vi) A determination by the building official that the applicant lacks the financial stability necessary to assure compliance with the standard set forth in this section. As guidelines for the determination of financial responsibility the building official will consider the applicant's response to the questions set forth in the application.
- (vii) Failure to demonstrate a minimum net worth of \$20,000.00, except that the following contractors must demonstrate a minimum net worth of \$10,000.00: concrete contractor, masonry contractor, carpentry contractor; sign contractor, nonelectrical; irrigation sprinkler contractor; tile and marble contractor; finish carpentry contractor; aluminum specialty contractor; plastering and stucco contractor; glass and glazing contractor; hurricane protection contractor; garage door contractor; and painting contractor

Do not write or mark below this, for Development Review Services Department, Licensing Section / Building Inspections Division use ONLY

Application Received Date	_____	By	_____	Amount	\$	_____
Receipt No	_____					
Application Reviewed By	_____	Approved	_____	Rejected	_____	
Competency Card No.	_____	Computer ID #	_____			
Tested	_____	Reciprocity	_____	Waiver	_____	