



**Environmental Protection and Growth Management Department**  
**BUILDING CODE SERVICES DIVISION**  
1 North University Drive, Box #302 • Plantation, Florida 33324  
954-765-4400 • [Broward.org/building](http://Broward.org/building)

## **General Contractor Certificate of Competency Application Information and Instructions**

You must submit your application package in the following order:

1. Fully completed application
2. Affidavits
3. Credit references
4. Credit report
5. Corporate documents

### **Experience**

In order to apply, you must have the following practical construction experience:

- Class A General Building Contractor ..... **6 years**
- Class B General Building Contractor ..... **4 years**
- Class C Residential Building Contractor ..... **3 years**

#### **Class A General Building Contractor**

Unlimited as to height, area and complexity of the construction.

#### **Class B General Building Contractor**

Limited to construction of commercial buildings and single or multiple dwelling residential buildings not exceeding three stories in height and accessory use structures in connection therewith; or those whose services are limited to remodeling, repair or improvement of any size building if the services do not affect the structural members of the building.

#### **Class C Residential Building Contractor**

Limited to construction, remodeling, repair or improvement of one, two or three family unit residences not exceeding two stories in height and accessory use structures in connection therewith.

### **Appearing Before the Board**

The Board has set a high threshold for approval when considering an application for a General Contractor's Certificate of Competency. When submitting your application, we recommend you request to appear before the Board so you may answer any questions about your application. This will help expedite your application. The Board highly recommends that, if possible, you ask a county or state certified General Contractor to accompany you to the meeting in order to speak to your prior practical construction experience and how it qualifies you to take the exam.

## Affidavits

Please advise anyone preparing an affidavit that they may be contacted by Broward County to verify information provided. Affidavits must be submitted to substantiate the aforementioned required experience. Affidavits must be completed by your present or former licensed contractor employer.

Types of affidavits accepted:

- One notarized affidavit from a State of Florida or Broward County licensed contractor of equal or higher category of license than the one for which you are applying for; or
- One notarized letter from a licensed architect or engineer verifying required experience for the specific type of work performed; or
- Three notarized affidavits from out-of-state licensed contractors, with license numbers included, verifying the required experience for the specific type of work performed.

## References

Please provide at least three credit references as follows:

- At least one from a local financial institution stating your accounts are in good standing.
- Two letters from supply houses or other similar business entities you have done business with.

All letters of reference should be **notarized**, include a contact number and, if applicable, a certificate of competency number. Providing more than the minimum number of required letters of reference will only **enhance** your application. The Board may or may not consider, at its discretion, letters of reference from homeowners you have performed work for.

## Personal Credit Report

The Board highly recommends that you pull your credit report just prior to submitting your application. This will ensure the Board is presented with the most current information pertaining to your credit history. However, reports dated within 12 months or less may be used. If your report is over 90 days old, it must be accompanied by a notarized affidavit stating no material change has occurred since its preparation and that it substantially represents your current financial condition.

**Your personal credit report must include your credit score.** If the credit score is less than **550**, you will have to appear before the Board to explain any area(s) of concern.

## Business Credit Report

If you already have an active corporation, you should also provide a credit report for your business – also including the credit score.

## Personal Financial Statement

If you have a personal financial statement, please include it with your application. If you do not, please include copies of your most recent bank statements.

## Corporate Financial Statement

If you already have an active corporation, please provide a comprehensive financial statement – notarized by your accountant. The financial statement should not be over 180 days old. If over 90 days old, it needs to be accompanied by a notarized affidavit stating that no material change has occurred since its preparation and that it substantially represents your current financial condition and the business organization.

## Project List

The Board highly recommends inclusion of a project list for those applying for a Class “A” or Class “B” contractor license. The project list should include construction projects worked on during the required period of experience.

## Fictitious Corporate Name

If the firm is not incorporated but is operating under a **trade name** – other than your proper name – the company must conform to Florida Statute 865.09 and must be properly registered with the Florida Division of Corporations.

## Business Organization

If you are qualifying a corporation, you are required to provide:

- A copy of the front page of your Article of Incorporation
- A copy of the page listing the corporate officers
- A written statement from the Secretary of State certifying the corporation is current

## Certificates of Insurance

After you have passed your exam, you will be required to submit certificates of insurance. Reciprocity applicants will be required to submit insurance at the time of application. The minimum liability insurance amounts are:

- Bodily Injury .....**\$300,000**
- Property Damage\* .....**\$50,000**

*\*for any one accident, including damage to rights-of-way and/or shrubbery*

## Worker's Compensation Insurance

In addition to the certificates of insurance previously listed, you will need to submit proof of worker's compensation insurance **or** a waiver stating exemption from Florida's Worker's Compensation law.

**Each certificate must list as a certificate holder:**



*Broward County Building Code Services Division  
1 North University Drive, Mailbox 302  
Plantation, Florida 33324*

**All Certificates must provide at least 30 days advance notice of cancellation**

## Photographs

You must include two passport-sized photos of yourself taken within the last three months.

## Processing Fee

- \$200

Please make checks payable to: ***Broward County Board of County Commissioners***

**All fees are non-refundable**

## Notification

After the Board reviews your application, you will be advised of their decision by letter – or if you choose to appear before the board, at the meeting.

## Testing

Once approved, your contact information will be sent to Gainesville Independent Testing Service, LLC (GITS). They will contact you to schedule your exams.

Applicants are required to pass a Trade and Business Exam with a minimum passing score of 70%

Answer all questions in full, **please type or print clearly** with sufficient detail to determine if you are qualified to take the examination. If not applicable indicate N/A. Attach additional sheets if necessary.



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ATTACH  
TWO  
1 1/2" x 1 1/2"  
PHOTOS  
HERE

**General Contractor  
Application for Certificate of Competency**

New License     License by Reciprocity

**Contractor Classification:**

**Class A**  
General Building Contractor   
  **Class B**  
General Building Contractor   
  **Class C**  
Residential Building Contractor



**Notice of Collection of Social Security Numbers for Government Purposes**

Under the Federal Privacy Act, disclosure of social security numbers is voluntary unless specifically required by federal statute. In this instance, social security numbers are mandatory pursuant to Title 42 United States Code, Sections 653 and 654; and Sections 409.2577 and 409.2598, Florida Statutes, to allow efficient screening of applicants and licenses by a Title IV-D child support agency to assure compliance with child support obligations. Social security numbers must also be recorded on all professional and occupational license applications and will be used for licensee identification pursuant to the Personal Responsibility and Work Opportunity Reconciliation Act of 1996 (Welfare Reform Act).

**Personal Information**

Last Name		First Name		Middle Initial	Suffix
Home Address		City		State	Zip
Home Phone		Mobile Phone			
Email					
Place of Birth		Date of Birth		Social Security Number	
Height	Weight	Hair Color		Eye Color	

**Business Organization Information**

I am qualifying as a:                       **Sole Proprietor**     **Partnership**     **Corporation**

Business Name					
Business Address		City		State	Zip
Business Phone		Business Mobile Phone		Business FAX	
Email					

**Have you ever:**

**Yes No**

- Been convicted, adjudication withheld, and/or you plead nolo contendere (no contest) to a felony or first degree misdemeanor, including but not limited to the following crimes, dishonesty, fraud, deceit, or lack of integrity in the operation or conduct of the applicant's business, occupation, or trade. Please provide official disposition documents from the court of law for any adjudication, conviction, withheld adjudication or nolo contendere.

Date	Location	Charges	Disposition

**Yes No**

- Contracted or done work outside the scope of operation, as set out in the definition of the particular type of contractor for which you are qualifying?
- Abandoned without legal excuse, a construction project or in which you were engaged or under contract as a contractor or subcontractor?
- Diverted Funds or property received for execution or completion of specific construction project or operation, or for a specific purpose, to any other use whatsoever?
- Departed from or disregarded in any material respect, the plans of the owner or his duly authorized representative?
- Disregarded or violated in the performance of your contracting business, any of the building, safety, health insurance, or workmen's compensation laws of the State of Florida, or the regulations of Broward County?
- Misrepresented any material fact in your application and supporting papers in obtaining a license?
- Failed to fulfill your contractual obligation through inability to pay all creditors for material furnished, work or services performed, in the operation of your business for which you are licensed?
- Aided or abetted an unlicensed person to evade the licensing requirements of Broward County, or allowed your license to be used by an unlicensed person or acted as an agent, partner, or associate of an unlicensed person with the intent to evade the licensing requirements of Broward County?
- Been guilty of any fraudulent act as a contractor or sub-contractor, by which another is substantially injured?
- Filed bankruptcy in business?

**If you answered yes to any of the above questions, please explain on a separate sheet of paper**

## Employment History

List your record of employment, **beginning with your most recent employer**, to demonstrate your practical and required experience in the construction field. Include any and all businesses that you have owned, operated, managed or you have had an active part in. Please explain any gaps in employment on a separate sheet. If your employment history exceeds the space provided, please provide on an additional sheet and attach to this application.

### Employer 1

Date Hired	End Date		
Business Name			
Business Address	City	State	Zip
Business Phone	Business Mobile Phone		
Business Email			
Last Position Held			
Reason for Leaving			
Specify Type of Work			

### Employer 2

Date Hired	End Date		
Business Name			
Business Address	City	State	Zip
Business Phone	Business Mobile Phone		
Business Email			
Last Position Held			
Reason for Leaving			
Specify Type of Work			

<b>Education History</b>					
<b>College</b>					
Name _____					
Address _____	City _____	State _____	Zip _____		
Degree _____					
<b>Trade School</b>					
Name _____					
Address _____	City _____	State _____	Zip _____		
Degree/Certification _____					
<b>High School</b>					
Name _____					
Address _____	City _____	State _____	Zip _____		
Degree _____					
<b>Certificates of Competency</b>					
<b>Certificate Type</b>	<b>Certificate Number</b>	<b>Date Issued</b>	<b>Date Expires</b>	<b>Place Issued</b>	<b>By Exam</b>
					<input type="checkbox"/> Yes <input type="checkbox"/> No*
					<input type="checkbox"/> Yes <input type="checkbox"/> No*
					<input type="checkbox"/> Yes <input type="checkbox"/> No*
<b>*If not issued by exam, please explain:</b> _____					

Are you aware that all answers made on this application constitute a sworn statement by you?  Yes     No

**I certify that the above information and any attachments to this application are true and correct under penalty of law. I further understand that the Broward County Building Code Services Division may deny this application based on my history, failure to disclose information, and/or information that is false or misleading.**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**NOTARY PUBLIC**

State of Florida            )  
  ) SS  
County of                    )

The foregoing instrument was acknowledged before me this \_\_\_\_ day of \_\_\_\_\_, 20 \_\_, by \_\_\_\_\_ who is personally known to me, or who has produced \_\_\_\_\_ as identification, and who did take an oath.

(Seal)

\_\_\_\_\_  
Notary Public in and for the State of Florida



## Affidavit of Experience

Provided by:    Employer       Self Employed       Employer No Longer in Business

This is to certify that:

Is/was employed by

Business Address	City	State	Zip
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From	To	Total Length of Time
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The specific type of work performed consisted of the following:

Remarks (if any)

I am the qualifier for the above mentioned firm or corporation and hold a current Certificate of Competency

Card Number	Issued By
Type of Contractor	Contact Phone Number

**By signing this affidavit, I understand that if I am found to be providing false statements related to the applicant's experience and competency, then as a contractor licensed by Broward County I face penalties up to and including licenses suspension and revocation. If I am licensed by another county, state, or professional agency other than Broward County, then I understand a letter from the Contracting Licensing Board for the General Construction and Specialty Trades will be sent to my licensing authority making them aware of any false or misleading statements I may have made in this affidavit.**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**NOTARY PUBLIC**

State of Florida            )  
  ) SS  
County of                    )

The foregoing instrument was acknowledged before me this \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, by \_\_\_\_\_ who is personally known to me, or who has produced \_\_\_\_\_ as identification, and who did take an oath.

(Seal)

\_\_\_\_\_  
Notary Public in and for the State of Florida