



St. Johns County Board of County Commissioners

Building Department

CLASS II CONTRACTOR APPLICANTS PROCEDURES FOR MAKING APPLICATION & TESTING TO OBTAIN LICENSE

All forms available on our web-site: www.sjcfl.us/contractorlicensing

STEP 1:

1. **Obtain application.** All blanks must be filled in and completed. **Incomplete applications will be returned to applicant.**
2. **Obtain testing information.** Scope of work for trade you are testing for and Reference list of books.
3. **Prepare for trade examination.** Refer to St. Johns County and ProV Testing for information regarding the test you are going to take.

STEP 2:

1. **Return completed application to Licensing Department with the \$55.00 application fee and proof of experience.** (Fees subject to change without notice. Check with Contractor Licensing)
2. **The Licensing Department will prepare the testing registration Voucher for you.** St. Johns County uses ProV testing to prepare and proctor tests.
3. **Follow up with ProV once you receive your Voucher to schedule your test.** The Voucher you receive is good for 6 months from the date of receipt.

Your license will limit you to work as a Sub-Contractor, per note below:

NOTE: TO LEGALLY CONTRACT DIRECTLY WITH THE GENERAL PUBLIC YOU ARE REQUIRED TO ALSO ATTEND AND COMPLETE AN APPROVED CONSTRUCTION "BUSINESS & LAW" COURSE *OR* TAKE THE BUSINESS AND LAW EXAMINATION WITH PROV AND OBTAIN A 70% OR HIGHER ON THE EXAM.

STEP 3:

1. **Obtaining license after passing exam.** *(Passing grade of 70% or above)*
2. **PREPARATION:**
 - A. **Return to the Licensing Department and pay license fee of \$106.00 or request payment link via phone or email and one will be sent to you via email.**
 - B. **Submit corporation and or fictitious name documentation.**
 - C. **Submit certificate of liability. (Certificate of liability must be made out to SJC as the certificate holder and come directly from your insurance company.)**

- D. **Submit Worker’s Compensation insurance or Construction Exemption. (Certificate of worker’s compensation must be made out to SJC as the certificate holder and come directly from your insurance company.)**
- E. **Schedule date to appear before Contractor Review Board to obtain license.** You must have a confirmed date with this office scheduled to obtain your license at the Contractor Review Board meeting.
- F. **Contact the Tax Collectors office regarding your need for a business tax receipt.** (Formerly “occupational license”) at (904) 209-2250.

ACTIVE CONTRACTOR INSURANCE REQUIREMENTS

- Liability for all categories **\$100,000.00** bodily injury, \$50,000.00 for one person and \$25,000.00 for property damage.
- Workers Compensation is also required as per Florida Statute. If you are exempt from Workers Compensation we will need a current construction exemption certificate.

****INSURANCE MUST BE IN THE NAME OF THE COMPANY THE LICENSE HOLDER WILL BE QUALIFYING AND MUST HAVE THE LICENSE HOLDER’S NAME LISTED ON THE CERTIFICATE. HE/SHE MUST BE INCLUDED IN THE POLICY. IT IS THE INDIVIDUAL WITH THE LICENSE THAT IS THE RESPONSIBLE PARTY. ****

INSURANCE CERTIFICATES

Liability & Workers Compensation Insurance Certificates made out to:

**St. Johns County Contractor Licensing
4040 Lewis Speedway
St. Augustine, Florida 32084
EMAIL: conlicen@sjcfl.us**

LICENSING REMINDERS

- You cannot contract directly with the public without proving your “Business & Law” knowledge as previously outlined.
- Address, Business name and contact information changes must be promptly supplied to our office for updating.
- The County accepts no responsibility for undelivered correspondence or annual license renewal notices.
- **YOUR BIENNIAL RENEWAL FEE IS \$106.00.** (Subject to change without notice. Please contact the Licensing Department) If you have questions, call (904) 827-6820 or email conlicen@sjcfl.us.