



St. Johns County Board of County Commissioners

Growth Management | Building Services Division

JOURNEYMAN HVAC DUCT INSTALLER INFORMATION

STEP 1:

1. **Obtain application.** All blanks must be filled in and completed. Incomplete applications will be returned to applicant.
2. **All applicants for Journeyman Duct Installer License** (non-tested) **shall submit written proof of one year experience** in the field by a licensed master in the Heating, Air Conditioning, Refrigeration, Mechanical or Sheet metal trades.

***Experience shall be gained** through working as an apprentice or helper and documentation must be provided by master service was under.*

STEP 2:

1. **Return completed application** with the \$55.00 application fee, your \$50.00 License fee and proof of experience. (Fees are subject to change without notice. Please check with the Licensing Department)
2. **Schedule appearance before Contractor Review Board** to receive your license.

NOTE: Address changes must be promptly supplied.

**The County accepts no responsibility for undelivered correspondence or annual license Renewal notices. **

YOUR BIENNIAL RENEWAL FEE IS \$50.00. (Subject to change without notice, please check with the Licensing Department) If you have questions, call (904) 827-6820 or email: conlicen@sjcfl.us

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