



Collier County

Growth Management Community Development Department
Code Enforcement Division – Contractor Licensing
2800 N Horseshoe Dr, Naples, FL 34104
contractorslicensing@collier.gov
(239) 252-2431

Application for Certificate of Competency – Individual

- **COMPLETE AND NOTARIZED APPLICATION.**
- **VERIFICATION OF MINIMUM 75% PASSING SCORE ON EXAMINATION(S):** Attach proof that you have passed the appropriate exam(s) with a minimum grade of 75%. Acceptable documents include a copy of the letter from an approved testing agency [Gainesville Independent Testing (GITS) or PROV] or a letter of reciprocity from another Florida jurisdiction [with exam date(s) and results].
- **PROOF OF SATISFACTION OF LIENS, JUDGEMENTS, AND DISCHARGE OF BANKRUPTCY:** Documentation required for any **“YES”** responses in the table contained in Section III of the application.
- **CREDIT REPORT:** A credit report from a nationally recognized credit agency if the business organization has been in existence for more than one year. If the business organization has been in existence for less than one year, a credit report on every business organization in which the applicant/qualifier was an agent is required. If neither of the above is applicable a personal credit report on the applicant/qualifier is required.
- **NOTARIZED AFFIDAVITS VERIFYING CONSTRUCTION EXPERIENCE:** Complete the attached notarized affidavit(s) verifying that you have the necessary experience in the area covered by the certificate of competency you are seeking. Affidavits must be completed by past or present employers that are licensed and actively engaged in the construction services field. The following documents are acceptable alternatives to the affidavits in this application:
 - Affidavits from former employers with specifics as to the number of years of experience, work performed and any other relevant information.
 - Copies of other certificates of competency, if any, held by the applicant in other counties or cities.
 - Affidavits from any building director in locations where the applicant has worked.
 - Affidavits from any union organization of which the applicant has been a member relating to the trade for which the applicant has made application.
 - Affidavits from any other source within the trade applied for.
- **2 NOTARIZED AFFIDAVITS ATTESTING TO INTEGRITY AND CHARACTER:** Attach 2 notarized affidavits attesting to your honesty, integrity, good business reputation and competence in the trade category for which you are applying. Individuals may be the same as those providing verification of experience affidavits.
- **COPY OF DRIVER’S LICENSE.**
- **CERTIFICATE OF WORKMEN’S COMPENSATION INSURANCE:** Attach Certificate of Workmen’s Compensation insurance showing Collier County Contractor Licensing Board as the certificate holder, using the above mailing address. If exempt, submit a copy of the approved exemption(s) from the State Department of Labor.
- **CERTIFICATE OF GENERAL LIABILITY INSURANCE:** The applicant will be required to present proof of liability insurance issued from an insurance company licensed to do business in the State of Florida. Collier County Contractor Licensing Board must be listed as the certificate holder, using the above mailing address. State-registered applicants are required to carry the minimum amounts set by the DBPR.

Once approved by the Contractor Licensing Supervisor, please provide the below documents:

- **BUSINESS TAX RECEIPT:** Only required If the business is physically located within Collier County.
- **STATE REGISTRATION:** The following trades must register with the State Department of Business and Professional Regulation (DBPR) before the certificate of competency is considered active for business:

General Contractor
Building Contractor
Residential Contractor
Roofing Contractor
Mechanical Contractor

AC Contractor Class A, B, and C
Plumbing Contractor
Electrical Contractor
Swimming Pool Contractor Class A, B, and C
Burglar/Fire alarm Contractor

Credit Reporting Agencies – For Reference Only

(This listing is not all inclusive. You may submit credit reports from agencies not included on this list, so long as they meet the required criteria including a FICO-derived credit score and indicate that local, state, and federal records have been searched).

1st United CRS
www.unitedcrs.com
239-206-1049
800-539-8000

Licenses, Etc.
www.licensesetc.com
239-777-1028
PH 954-573-2700

Credit Check, Inc.
www.creditcheckinc.com
561-616-5556
877-616-5556

Credit Plus, Inc
818-331-1048
PH 888-474-2270

II. Name of Applicant's Business:

Business Name: _____
Fictitious or "Individual."

Business Address: _____
Street City State Zip

Telephone: _____

Email: _____

Federal ID Tax No.: _____

III. Financial Responsibility

YES	NO	ALL APPLICANTS MUST ANSWER THE QUESTIONS BELOW:
		Filed for or been discharged in bankruptcy within the past 5 years?
		Had a lien filed against you by the Internal Revenue Service or Florida Corporate Tax Division?
		Undertaken construction contracts or work that resulted in liens, suits, or judgments being filed?
		Undertaken construction contracts or work that a third party, such as a bonding or surety company, completed or made financial statements on?
		Made an assignment of assets in settlement of construction obligations for less than the debts outstanding?
		Been convicted or found guilty of, or entered a plea of nolo contendere to, regardless of adjudication, a crime in any jurisdiction within the past 10 years?*
		Had claims or lawsuits filed for unpaid or past due accounts by your creditors as a result of construction experience?
		Been charged with or convicted of acting as a contractor without a license, or if licensed as a contractor in this or any other state, been "subject to" disciplinary action by a state, county, or municipality?

NOTE. If you have answer **YES** to any of the questions below, you must attach a written explanation including the nature of the charges, dates, and outcomes, sentences of conditions imposed. You must also attach proof of payment, satisfaction of lien or judgement, bankruptcy discharge, or agreements for payment. If you have had a felony conviction, proof that your civil rights have been restored will be required prior to licensure.

IV. Experience Verification

Education:

List below and provide transcripts for any formal education you have obtained in the area of competency for which this application is being made:

List below non formal education (on the job training) you have obtained in the area of competency for which this application is being made:

Current/Previous License(s):

Contracting Businesses Owned by the Business Organization During the Last Five Years:

Verification of Construction Experience

Applicant's Name: _____

Certificate Category Requested: _____

The applicant is seeking a Collier County Certificate of Competency in the trade indicated above. As part of the application for this certificate, the applicant must verify his/her experience within this trade. You are being requested to provide information that will aid the applicant in meeting this requirement. Please verify the time of active experience and be as detailed as possible. Time served solely in a supervisory or administrative can be included but may or may not be considered sufficient to demonstrate the required trade experience. Please provide the following information:

Name: _____ **Title:** _____

Business Name: _____

Phone: _____ **License No. (if applicable):** _____

Business Address: _____
Street City State Zip

The applicant was employed by me from _____ to _____

Applicant's title: _____

Detailed description of the applicant's scope of work (specific duties) included:

Check all that apply: Residential Single Family _____ Residential Multi-Family _____ Condominium _____ Commercial Building _____

At least one year of supervisory experience: YES _____ NO _____ Interior _____ Exterior _____

Signature _____

AFFIDAVIT

State of _____ County of _____

The foregoing instrument was acknowledged before me by means of physical presence or online notarization on this _____ day of _____, 20____, by _____

Such person(s):

are personally known to me has produced a current driver license

has produced _____ as identification.

(Notary Seal)

Notary Signature: _____

Verification of Construction Experience

Applicant's Name: _____

Certificate Category Requested: _____

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(Notary Seal)

Notary Signature: _____

Workmen's Compensation Affidavit

It is understood and acknowledged that if I fail to acquire or maintain effective Workmen's Compensation Insurance it may result in the revocation of my Certificate of Competency.

Applicant (please print)

Signature of Applicant

AFFIDAVIT

State of _____ County of _____

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Such person(s):

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(Notary Seal)

Notary Signature: _____

Certification of Application

The undersigned hereby makes application for Certificate of Competency under the provisions of Collier County No. 2006-46, as amended, and under penalties of perjury. I declare that I have read the foregoing qualifier information and that the facts stated in it are true.

The undersigned hereby certifies that he/she is legally qualified to act on behalf of the business organization sought to be licensed in all matters connected with its contracting business and that he has full authority to supervise construction undertaken by himself or such business or organization and that he will continue during this registration to be able to so bind said business organization. The qualified license holder understands that in all contracting matters, he/she will be held strictly accountable for any and all activities involving his/her license.

Any willful falsification of any information contained herein is grounds for disqualification.

Applicant (please print)

Signature of Applicant

AFFIDAVIT

State of _____ County of _____

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Such person(s):

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