



HIGHLANDS COUNTY BUILDING DEPARTMENT

**CONSTRUCTION LICENSING, ENFORCEMENT  
AND APPEALS BOARD**

**LICENSING PROCEDURES**

**Applicant**

**PART ONE**

Consist of completing application along with a photograph, obtaining letters of affirmation verifying experience as required for trade, a credit report from a recognized Credit Bureau. A fee of \$25.00 is due when the application is submitted and upon receiving your credit report you will then be scheduled to attend the Licensing Board meeting for approval to take the exam. (The CILB meets the first Tuesday of every month at 7:00 p.m. and the applicant must attend the meeting. In order to be on the agenda your completed application must be received by the 3<sup>rd</sup> Wednesday of the month prior to the meeting date.) **DO NOT STAPLE ANY DOCUMENTS FOR THE SUBMITTAL AND ONLY USE 8 ½ X 11 PAPER, SINGLE SIDED.**

**PART TWO**

Upon approval, pick up sponsorship form and mail to Superior\*NAI\* Block along with the required fee, to register for the exam. In addition to the trade exam, you will be required to take a one hour Business Law exam. (Journeyman Electrical/Mechanical/Plumbing applicants are exempt from Business Law portion)

**PART THREE**

After passing the exam, the applicant will need to provide a certificate of insurance for the required coverage, workers compensation policy (or worker's compensation exemption), and pay the registration fee, then they will receive a Certificate of Competency.

\*If you are applying for a County license that requires you to register with the State you will need to obtain your State Registration before acting as a contractor. This applies only to trades addressed in Chapter 489, Florida Statutes.

\*\*Credit Reports can be obtained from Equifax at [www.equifax.com](http://www.equifax.com) or In-Balance, Inc. at [www.inbalanceinc.com](http://www.inbalanceinc.com)

**HIGHLANDS COUNTY BUILDING DEPARTMENT  
P.O. BOX 1926  
501 S. COMMERCE AVENUE  
Suite 1  
SEBRING, FL 33871  
863-402-6643**

DATE OF APPLICATION \_\_\_\_\_

HIGHLANDS COUNTY BUILDING DEPARTMENT  
APPLICATION FOR REGISTRATION

**Applicant**

**OFFICE USE ONLY:**

LICENSING BOARD: Approved:  Not Approved:  Meeting Date: \_\_\_\_\_

Exam: \_\_\_\_\_ Exam Date: \_\_\_\_\_ Exam Grade: \_\_\_\_\_ Location: \_\_\_\_\_

Exam: Business & Law Exam Date: \_\_\_\_\_ Exam Grade: \_\_\_\_\_ Location: \_\_\_\_\_

**APPLICANT INFORMATION**

Category: \_\_\_\_\_  
Trade \_\_\_\_\_ Years of Experience \_\_\_\_\_

Applicant's Name: \_\_\_\_\_

Residential Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ County: \_\_\_\_\_ Zip: \_\_\_\_\_

Res. Phone: \_\_\_\_\_ D.O.B. \_\_\_\_\_ S.S. # \_\_\_\_\_

Business Name: \_\_\_\_\_

Business Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_ Phone: \_\_\_\_\_

Email Address: \_\_\_\_\_ FEID # \_\_\_\_\_

\_\_\_\_\_  
Applicant's signature

The foregoing instrument was acknowledged before me this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_  
by \_\_\_\_\_ who is personally known to be or produced  
\_\_\_\_\_ as identification.

\_\_\_\_\_  
Notary Public

Highlands County Building Department  
P.O. Box 1926  
Sebring, FL 33871  
863-402-6644

AFFIDAVIT

I, \_\_\_\_\_, hereby certify that I have personal knowledge of \_\_\_\_\_  
Name of Affiant Applicant's Name

experience as \_\_\_\_\_ from \_\_\_\_\_ to \_\_\_\_\_.  
Position Date Date

This personal knowledge is based on my relationship with the above named applicant as his

\_\_\_\_\_  
Specify Relationship Company Name

\_\_\_\_\_  
License # if applicable

Specify duties performed by applicant in detail: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Signature of affiant: \_\_\_\_\_ Profession of affiant: \_\_\_\_\_

STATE OF FLORIDA  
COUNTY OF HIGHLANDS

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 (or did not)  
take an oath.

## CREDIT REPORT AUTHORIZATION

This is to authorize In Balance, Inc. to obtain a credit report for myself and/or my company. I understand that I have certain rights and requirements under the Fair Credit Reporting Act (FCRA) which is available to me via <http://www.ftc.gov/os/statutes/fcrajump.shtm> or upon request to In Balance, Inc.

I represent to you that I intend to use this report to obtain only a contractor license. I understand that the information contained in the report will be secured by strict administrative process by In Balance, Inc.

### INDIVIDUAL CREDIT REPORT

Authorization by Individual for whom Credit Report Ordered:

Printed Name: \_\_\_\_\_

Signed By: \_\_\_\_\_

### BUSINESS CREDIT REPORT

Authorization by Business Owner of Business for which Credit Report Ordered:

Printed Name: \_\_\_\_\_

Signed By: \_\_\_\_\_

Date of Authorization: \_\_\_\_\_

Note: Please return this executed authorization via fax to In Balance, Inc.: 239-774-2100

**What are the insurance requirements for an electrical or alarm contractor license?**

The Certification of Insurance coverage limits are as follows:

- \$300,000 Per Occurrence - including completed operations & products
- \$500,000 Property Damage - including completed operations & products
- \$100,000 Per Person; or
- \$800,000 Combined Single Limit

**Minimum amounts required for General Liability Insurance:**

General and Building Contractors - \$300,000 bodily injury; \$50,000 property damage

All other categories: \$100,000 bodily injury, \$25,000 property damage

Certificates should be made to: Highlands County Building Department