

Handyperson Process

- Consist of completing application for handyperson registration
- Photograph of applicant
- Letters of recommendation in at least (5) or more categories listed in Part I of Chapter 489 excluding electrical.
- Affidavit attesting to (1) year of experience in one of the categories listed in Part I of Chapter 489 excluding electrical.
- Credit Report - Must be by a recognized Credit Bureau and mailed directly to the Building Department from the Credit Bureau.
- **All documents need to be on 8 ½ x 11, single sided paper without staples for submittal.**

Upon turning in all information listed above to the Building Department, a \$25.00 Board Review Fee will be collected. The applicant must appear before the Construction Licensing, Enforcement and Appeals Board. (First Tuesday of every month at the Board of County Commissioners Board Room at 7:00 p.m. and in order to make the agenda your completed application must be received by the 3rd Wednesday of the month prior to the meeting.)

- Upon final approval from the Board the applicant will need to provide the Building Department with a certificate of public liability in the amounts of \$100,000 bodily injury and \$25,000 property damage.
- If using a fictitious name a copy processed by the State of Florida
- Registration fee of \$55.00 is required to obtain registration certificate.

**Handyperson registration certificates expire annually on September 30th

Part I Chapter 489: General, Building, Residential, Sheet Metal, Roofing, Class A, B, C - Air Conditioning, Mechanical, Commercial Pool/Spa, Residential Pool/Spa, Swimming Pool/Spa Servicing, Plumbing, Electrical, Alarm System, Solar, Underground Utility, Pollutant Storage, Septic Tank.

Definition of handyperson: A handyperson may perform work of a casual, minor or inconsequential nature in the categories described, **for which a building permit is not required**, in which the aggregate price for labor, materials, and all other items is **less than \$1,000.00** and the construction, repair or remodeling is not part of a larger or major operation.

- **A person performing work as a handyperson pursuant to Section 489.103(9), Florida Statutes may not advertise that he or she is a contractor or otherwise represent that he or she is qualified to engage in contracting as defined in Section 489.105, Florida Statutes.***

Highlands County Building Department
Highlands County Construction Licensing, Enforcement and Appeals Board
501 South Commerce Avenue - Suite 1
Sebring, FL 33871-1926

APPLICATION FOR HANDYPERSON REGISTRATION CERTIFICATE

Applicant's Name: _____
Home Address: _____ - _____
City: _____ State: _____ Zip: _____
Home Telephone Number: () _____

Business Name: _____
Business Address: _____
City: _____ State: _____ Zip: _____
Business Telephone Number: () _____

Social Security Number # ___ - ___ - ___ Citizen of the Unites States: Yes No
Date of Birth: ___/___/___ Driver's License # _____
Education:
High School: _____
College: _____
Trade School: _____

Have you ever been convicted of a crime during the past five (5) years? _____ If yes, explain:

This application must be accompanied by at least:

1. Application Fee \$25.00.
2. Letters of recommendation from responsible individuals who have knowledge of your capabilities.
3. Affidavit attesting to experience in five or more of the categories of work described in Part I of Chapter 489, Florida Statutes, including at least one (1) year of experience in one or more of the categories.

List experience in each trade, including a description of the trade, years of experience, and licenses held:

**SPECIAL SCHOOLING: ATTACH SCHOOL CERTIFICATES,
APPRENTICE COMPLETION, OR OTHER DOCUMENTS TO
SUBSTANTIATE SCHOOLING, OR SPECIAL TRAINING.**

Experience Affidavit

I, _____ by means of this affidavit attest to having experience in five
**(5) Or more categories of work listed in Part I of Chapter 489, Florida Statute, including
at least one (1) year of experience in one of those categories.**

Name of Employer: _____ From: _____ To: _____

Address: _____ Job Title: _____

Specific Duties Performed: _____

Name of Employer: _____ From: _____ To: _____

Address: _____ Job Title: _____

Specific Duties Performed: _____

Dated: _____

Signature of Applicant

Printed Name of Applicant

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 take an oath or did not take an oath.

Notary Public, State of Florida

My Commission Expires:

WORK HISTORY for the most recent 12 month period

Name of Employer: _____ From: _____ To: _____

Address: _____ Job Title: _____

Specific Duties Performed: _____

Name of Employer: _____ From: _____ To: _____

Address: _____ Job Title: _____

Specific Duties Performed: _____

Name of Employer: _____ From: _____ To: _____

Address: _____ Job Title: _____

Specific Duties Performed: _____

Name of Employer: _____ From: _____ To: _____

Address: _____ Job Title: _____

Specific Duties Performed: _____

I understand and agree that I may not perform any work with a Handyperson Registration Certificate unless I have in effect at the time the work is performed general business insurance coverage of at least \$100,000 public liability and \$50,000 property damage, and Workers' Compensation insurance or an "accepted" state exemption form. Certificates of Insurance must be in my name and a current certificate must be on file with the Highlands County Building Department.

I further understand that I can only perform work in the categories listed in Part I of Chapter 489, Florida Statutes, which is of a casual, minor or inconsequential nature for which a building permit is not required, in which the aggregate price for labor, materials, and all other items is less than \$1,000,00, and the construction, repair, remodeling, or improvement is not part of a larger or major operation, whether undertaken by the same or a different contractor, or which a division of the operation is made in contracts of amounts less than \$1,000.00 for the purpose of evading the limitations of Part S of Section One of Article Six of Chapter 5.5 of the Code of Ordinances, Highlands County, Florida, or Part I of Chapter 489, Florida Statutes.

I further understand that I may not advertise that I am a "contractor" or otherwise represent that I am qualified to engage in "contracting" as those terms are defined in Section 489.105, Florida Statutes. I also understand that my Handyperson Registration Certificate is only for work personally performed by me and that each person performing work for which a Handyperson Registration Certificate is required must have a Handyperson Registration Certificate.

I hereby certify that the information in this application is correct, and understand that the information included in this application will be used by Highlands County to process my request. False or misleading information may result in a revocation of my Handyperson Registration Certificate and may result in fines and penalties as established by County Ordinances and Florida Statutes.

Dated: _____

Signature of Applicant

Printed Name of Applicant

STATE OF FLORIDA
COUNTY OF HIGHLANDS

The foregoing instrument was acknowledged before me this ____ day of _____, 201__,
by _____, who is personally known to me or who has produced
as identification and who did take an oath or did not take an oath.

Notary Public, State of Florida

My Commission Expires:

12/5/12