



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 3rd Wednesday of the month prior to the meeting date.)

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 or In-Balance, Inc. at 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.

Notary Public

Commission:

Rev: 08/05/09

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