



HIGHLANDS COUNTY BUILDING DEPARTMENT

**CONSTRUCTION LICENSING, ENFORCEMENT
AND APPEALS BOARD
REGISTRATION PROCEDURES**

Reciprocity

PART ONE

A letter of reciprocity must be sent directly to us from the county you took the exam in. A minimum score of 75.0% is required on both the Trade and Business exam.

PART TWO

Consist of completing the application along with a photograph of the qualifier. We need current liability insurance and workers compensation or exemption, a copy of your state registration if you are one of the trades addressed in Chapter 489 and the required registration fee.

Note: If someone other than the license holder is going to obtain permits a letter of authorization or power of attorney is needed.

Fee Schedule

General & Building Contractors \$105.00

Contractors addressed in Chapter 489 \$80.00

Specialty Contractors \$55.00

Journeyman \$30

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

RECIPROCITY

~~OFFICE USE ONLY~~

LICENSING BOARD:

Meeting Date: _____ Approved: Not Approved:
Block Exam: _____ Exam Date: _____ Exam Grade: _____
Location: _____ Business & Law: _____

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

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