



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 \$30.00

HIGHLANDS COUNTY BUILDING DEPARTMENT
P.O. BOX 1926
501 S. COMMERCE AVENUE
Suite 1
SEBRING, FL 33871
863-402-6643
Fax: 863-402-6886

DATE OF APPLICATION: _____

HIGHLANDS COUNTY BUILDING DEPARTMENT
APPLICATION FOR REGISTRATION

Reciprocity

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

Trade _____ Category: _____
Years of Experience _____

Applicant Name: _____

Residential Mailing Address: _____

City: _____ County: _____ Zip: _____

Phone: _____ Date of Birth _____
Driver's License number _____

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 produce _____
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



Highlands County Building Department

LETTER OF AUTHORIZATION

THIS AUTHORIZATION LETTER SUPERCEDES ALL PREVIOUS LISTS ON FILE UNLESS OTHERWISE INDICATED.

I, _____ license holder for _____
(DBA Name),

do certify that _____, is an employee, partner, or officer, (circle one), and is authorized to acquire permits and or call for inspections, and sign on my behalf for the Highlands County Building Department.

I, the license holder, realize that I am responsible for all permits and/or work done under my license number or any project that requires a permit.

License Holder's Signature

Date

If at anytime the person you have authorized is no longer an employee, partner, or officer, you MUST notify this department in writing of all changes.

NOTARY INFORMATION

STATE OF _____

COUNTY OF _____

The above license holder, whose name is _____ personally appeared before me and is known by me OR has produced the following identification _____ on this _____ day of _____, 20 _____.

NOTARY'S SIGNATURE

Commission Stamp: