

## CERTIFIED LICENSES

Air Conditioning  
Building Contractor  
General Contractor  
Mechanical  
Plumbing  
Pool/Spa  
Residential  
Roofing  
Sheet Metal  
Solar  
Specialty  
Underground Utility



## REGISTERED LICENSES

Air Conditioning  
Building Contractor  
General Contractor  
Mechanical  
Plumbing  
Precision Tank Tester  
Pool/Spa  
Residential  
Roofing  
Sheet Metal  
Specialty  
Tank Lining Application  
Underground Utility

Florida Department of  
**Business &  
Professional  
Regulation**

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**LICENSE**  
Assist Program

[www.MYFLORIDALICENSE.com](http://www.MYFLORIDALICENSE.com)

# STEPS TO OBTAINING A CONSTRUCTION LICENSE

## **I don't see the work I do under any of the board's licensure categories. What do I do?**

Check with the local building department to find out if it offers a local specialty license for the type of work you perform.

If it does offer a local specialty license for work that does not require a state license, you will not have to obtain a state license.

However, if your county or city does not offer a specialty license, and the work you perform creates or modifies a structure, you will most likely require a state residential, building or general contractor license.

## **What are examples of work that do not require a state license?**

- Cabinets
- Countertops
- Flooring
- Masonry
- Painting
- Paving
- Tree trimming and removal

## **What are the requirements to become licensed as a certified contractor?**

You must complete the Florida contractor examination, meet financial stability and responsibility requirements and provide proof of experience for the category in which you wish to become licensed.

## **What experience do I need to become a certified contractor?**

You need four years of field experience in the category of licensure you wish to obtain. One of those four years must be supervisory experience. You can also substitute up to three years of college credit hours for experience.

## **What are the requirements to become licensed as a registered contractor?**

You must provide a copy of your local contractor's license. The application for an initial registered contractor's license is located on DBPR's website.

## **What type of examination is given?**

The examination is open book. Please review DBPR's Bureau of Education and Testing webpage for detailed examination information regarding the list of necessary books, exam dates, providers and bookstores.

## **How long after I pass the examinations do I have to apply for initial licensure?**

You must apply within four years. After four years, you must apply to take the examination again.

## **If I fail one or more portions of the examination, do I have to retake all parts?**

No. Per Florida Administrative Code, a candidate is required to retake only the tests on which he or she failed to achieve a passing score or failed to appear to take when scheduled. Additionally, a candidate must pass all tests within two years of the first attempt within six attempts.

## **Are contractors required to qualify a construction company before it conducts business?**

Yes, contractors are required to qualify a construction business with their individual license.

## **Will the name of the construction business be listed on the contractor's license?**

Yes, the name of the qualified business will be listed on the contractor's license.

## **Do I need insurance and workers' compensation?**

Active licensees must maintain insurance minimums at all times. Active licensees must also maintain workers' compensation coverage or an exemption. If you are going to obtain an exemption, you can still apply for licensure, as long as you indicate that you will obtain the exemption within 30 days of becoming licensed.

## **Does a contractor have to own the business they are applying to qualify?**

No, however the contractor must have supervisory authority and must have final approval authority for all of the construction affairs of the business. If the contractor lacks financial responsibility for the company, the company must obtain a Financially Responsible Officer.

## **Do I need a Certificate of Authority?**

A Certificate of Authority is also known as a Qualified Business License. These licenses are not required as of October 1, 2009. However, if you intend to do business as a corporation, partnership, limited liability company, any business entity other than a sole proprietorship or when you operate as an individual, you must apply to be the qualifying agent of the business. The business name will appear on your license.

## **Visit [www.MYFLORIDALICENSE.com](http://www.MYFLORIDALICENSE.com) for more information regarding:**

- Application for an initial registered contractor license
- Dates and locations for examinations
- Financial stability and responsibility requirements
- Licensure category descriptions
- Rules and laws governing the construction industry

**Remember Unlicensed Activity is Against the Law.**