

## **Building Code Administrators and Inspectors Renewal information for delinquent licensees**

**(There is an unlicensed activity fee waiver in effect this renewal period)**

Every day we work to improve the way we do business in order to serve you better. **If you are renewing in an active status, a copy of your license will be sent to the email address associated with your online account once you renew your license.** This process significantly reduces the amount of time it would have otherwise taken for you to receive your license in the mail. The Department will no longer print and mail initial, renewed or duplicate licenses.

If you wish to print your active status license at any time in the future you may do so using your secure online account with the Department. Please log into [www.MyFloridaLicense.com](http://www.MyFloridaLicense.com) to access your account and follow the step by step instructions on how to **print your license**. Additionally after you have created an online account and linked your license you may view a copy of your professional license on your mobile device using the DBPR mobile application. You may download the DBPR mobile application from the Apple App Store or Google Play. Once you have installed the application select "My License" and enter the same login and password information that you used to create your online account to view a copy of your professional license.

### **Continuing Education**

- Continuing Education is a requirement for active renewal. To review your requirements, courses completed, or to find a provider go to [www.MyFloridaLicense.com](http://www.MyFloridaLicense.com).

### **License Renewal Information**

- **To renew your Delinquent license Active;** submit your renewal request online and pay the fee of \$25.
- **To renew your Delinquent license Inactive;** submit your renewal request online and pay the fee of \$25.
- **If your license is Delinquent and Active and you wish to renew as Inactive,** submit your renewal request and pay the fee of \$30.
- **If your license is Delinquent and Inactive and your wish to reactivate your license,** submit your renewal request and pay the fee of \$30.

If you wish to mail your renewal notice, please complete the blank renewal form found on the professional website along with your renewal fee payment to:

Department of Business and Professional Regulation  
2601 Blair Stone Road  
Tallahassee, Florida 32399

If mailing, please allow additional time for processing of your renewal request.

## Important Information

- Limited licenses may not be placed on inactive status.
- Limited licenses are only allowed to practice in the jurisdiction in which they were originally licensed.
- If you hold an active **Limited** certification issued by the Building Code Administrators and Inspectors Board, or employ someone who holds a **Limited** certification, you are reminded that the conditions attached to such certifications prohibit use of the limited certificate(s) if the employer or duties and/or responsibilities of the limited certificate holder change. These limitations are set forth in Section 468.609(6), Florida Statutes, and Rule 61G19-6.0011, Florida Administrative Code. As a certificate holder, you are deemed to have knowledge of the laws and rules governing your practice.  
Employing a limited certificate holder, or being employed as a limited certificate holder, in violation of these provisions, may subject the employer and the limited certification holder to discipline by the Board or Department, including restriction, suspension, or revocation of certification, and a fine up to \$5,000 per separate offense.
- State law requires you to maintain a current mailing address (address of record) with the Department of Business and Professional Regulation. All official correspondence from the Department will be sent to this address of record including license renewal notices, important board information, service of process, etc. It is also recommended that you keep your telephone and e-mail address current with the Department. The Department will use the e-mail address for official communication with license holders. Update your personal information through one of the options referenced in this renewal package.
- Effective October 1, 2009, Section 455.227(1)(t), Florida Statutes, requires all professional licensees to self-report to the department, within 30 days of being convicted, or found guilty of, or having plead nolo contendere (no contest) or guilty to a crime in any jurisdiction. A licensee who fails to report this information may be subject to disciplinary action, including fines, suspension or license revocation. To report, complete the criminal self-reporting document and mail it to the department at the address provided on the form. To obtain a copy of the form, go to [www.MyFloridaLicense.com](http://www.MyFloridaLicense.com).
- If you have a compliance order with a past due payment your license will not be renewed until it has been made current.

Visit [www.MyFloridaLicense.com](http://www.MyFloridaLicense.com) to create an account or access an existing account. There you will find license and renewal information, fees and their breakouts, license relationships as well as the opportunity to update personal data, apply online for additional licenses, and renew your license. For commonly asked questions please use the "Ask Us" link at the top of the page and if you need additional assistance select the "Contact Us" link or call our Customer Contact Center at 850.487.1395.