

**State of Florida**  
**Department of Business and Professional Regulation**  
**Construction Industry Licensing Board**  
**Application for Certified Roofing Contractor as an Individual**  
**Form # DBPR CILB 5-I**

**APPLICATION CHECKLIST – IMPORTANT – Submit all items on the checklist below with your application to ensure faster processing.**

<b>APPLICATION REQUIREMENTS</b>
<p><b>ALL License Applicants must submit:</b></p> <p><input type="checkbox"/> Fees:</p> <ul style="list-style-type: none"> <li>• Applying for initial certification between May 1<sup>st</sup> of an EVEN year through August 31<sup>st</sup> of an ODD year - \$249.</li> <li style="text-align: center;"><b>OR</b></li> <li>• Applying for initial certification between September 1<sup>st</sup> of an ODD year through April 30<sup>th</sup> of an EVEN year - \$149.</li> <li>• Make check payable to the Florida Department of Business and Professional Regulation.</li> </ul> <p><input type="checkbox"/> Electronic fingerprints. See Section 1(b) of Instructions.</p> <p><input type="checkbox"/> Proof of satisfaction of liens, judgments, and discharge of bankruptcy, if applicable.</p> <p><input type="checkbox"/> Supporting legal documentation, if necessary. See Section 2(c) of Instructions.</p> <p><b>ACTIVE License Applicants must also submit:</b></p> <p><input type="checkbox"/> <b>Credit report containing a credit score (FICO derived)</b> on applicant from a nationally recognized credit reporting agency, which includes a public records statement that records have been checked at local, state, and federal levels. For a list of agencies, visit <a href="http://www.myfloridalicense.com/dbpr/pro/cilb/documents/cilb_credit_reporting_agencies.pdf">http://www.myfloridalicense.com/dbpr/pro/cilb/documents/cilb_credit_reporting_agencies.pdf</a>.</p> <ul style="list-style-type: none"> <li>• See Section 2(i) of Instructions.</li> <li>• <b>If credit score is below 660 (FICO derived) applicant must submit a bond or irrevocable letter of credit.</b></li> <li>• <b>Note-</b> Fifty percent (50%) of the bond or letter of credit requirement may be met by completion of a 14-hour financial responsibility course approved by the Board. For a list of approved courses, please visit: <a href="http://www.myfloridalicense.com/dbpr/pro/cilb/documents/cilb_approved_financial_responsibility_courses.pdf">http://www.myfloridalicense.com/dbpr/pro/cilb/documents/cilb_approved_financial_responsibility_courses.pdf</a></li> </ul> <p><input type="checkbox"/> <b>Proof of satisfaction of liens, judgments, and discharge of bankruptcy, if applicable.</b></p>

**Please mail your completed application, documentation and required fee(s) to:**

Department of Business and Professional Regulation  
2601 Blair Stone Road  
Tallahassee, FL 32399-0783

**State of Florida**  
**Department of Business and Professional Regulation**  
**Construction Industry Licensing Board**  
**Application for Certified Roofing Contractor as an Individual**  
**Form # DBPR CILB 5-I**

If you have any questions or need assistance in completing this application, please contact the Department of Business and Professional Regulation, Customer Contact Center, at **850.487.1395**.  
**For additional information see the Instructions at the end of this application.**

**Section I – Application Type**

CHECK ONE OF THE APPLICATION TYPES	
<input type="checkbox"/> Individual Certified License – Active <span style="font-weight: bold;">[0603/1042]</span>	<input type="checkbox"/> Individual Certified License – Inactive <span style="font-weight: bold;">[0603/1034]</span>

**Section II – Applicant Personal Information**

PERSONAL INFORMATION				
Social Security Number*				
FULL LEGAL NAME				
Last Name	First	Middle	Title	Suffix
Birth Date (MM/DD/YYYY) / /	Gender <input type="checkbox"/> Male <input type="checkbox"/> Female			
MAILING ADDRESS				
Street Address or P.O. Box				
City	State	Zip Code (+4 optional)		
County (if Florida address)		Country		
CONTACT INFORMATION				
Primary Phone Number	Primary E-Mail Address			
RESIDENCE ADDRESS (IF DIFFERENT THAN MAILING ADDRESS)				
Street Address				
City	State	Zip Code (+4 optional)		
County (if Florida address)		Country		

\* The disclosure of your Social Security number is mandatory on all professional and occupational license applications, is solicited by the authority granted by 42 U.S.C. §§ 653 and 654, and will be used by the Department of Business and Professional Regulation pursuant to §§ 409.2577, 409.2598, 455.203(9), and 559.79(3), Florida Statutes, for the efficient screening of applicants and licensees by a Title IV-D child support agency to assure compliance with child support obligations. It is also required by § 559.79(1), Florida Statutes, for determining eligibility for licensure and mandated by the authority granted by 42 U.S.C. § 405(c)(2)(C)(i), to be used by the Department of Business and Professional Regulation to identify licensees for tax administration purposes.



**Section II – Applicant Personal Information – continued**

BUSINESS LOCATION ADDRESS (ACTIVE APPLICANTS ONLY)		
Street Address		
City	State	Zip Code (+4 optional)
County (if Florida address)	Country	
ADDITIONAL CONTACT INFORMATION (OPTIONAL)		
Alternate Phone Number	Fax Number	
Alternate E-Mail Address		

CURRENT/PRIOR LICENSE INFORMATION			
If you currently hold or have previously held a business or professional license/registration in Florida or elsewhere, please list each one below (attach additional copies of this page as necessary):			
1. License/Registration Type	State	Date (From) / /	Date (To) / /
License Number		Name Used	
2. License/Registration Type	State	Date (From) / /	Date (To) / /
License Number		Name Used	
3. License/Registration Type	State	Date (From) / /	Date (To) / /
License Number		Name Used	

PRIOR NAME INFORMATION				
Have you used, been known as, or are currently known by another name (example - maiden name, nickname) or alias other than the name signed to the application? <input type="checkbox"/> Yes <input type="checkbox"/> No				
If your answer is yes, state name or names used below:				
Last Name	First	Middle	Title	Suffix
Last Name	First	Middle	Title	Suffix
Last Name	First	Middle	Title	Suffix

**Section III – Background Questions**

<b>BACKGROUND QUESTIONS</b>		
1.	<input type="checkbox"/> Yes (If yes, please complete Section IV)	<input type="checkbox"/> No Have you ever been convicted or found guilty of, or entered a plea of guilty or nolo contendere to, regardless of adjudication, a crime in any jurisdiction? This question applies to any criminal violation of the laws of any municipality, county, state or nation, including felony, misdemeanor and traffic offenses (but not parking, speeding, inspection, or traffic signal violations), without regard to whether you were placed on probation, had adjudication withheld, were paroled, or pardoned. If you intend to answer "NO" because you believe those records have been expunged or sealed by court order pursuant to Section 943.0585 or 943.059, Florida Statutes, or applicable law of another state, you are responsible for verifying the expungement or sealing prior to answering "NO." YOUR ANSWER TO THIS QUESTION WILL BE CHECKED AGAINST LOCAL, STATE AND FEDERAL RECORDS. FAILURE TO ANSWER THIS QUESTION ACCURATELY MAY RESULT IN THE DENIAL OR REVOCATION OF YOUR LICENSE. IF YOU DO NOT FULLY UNDERSTAND THIS QUESTION, CONSULT WITH AN ATTORNEY OR CONTACT THE DEPARTMENT.
2.	<input type="checkbox"/> Yes (If yes, please complete Section IV)	<input type="checkbox"/> No Are there any pending bankruptcies or unsatisfied judgments or liens against yourself, a business you previously qualified, which were filed during your period of qualification, or the business you are applying to qualify? This question applies to any unpaid judgments or liens, including those for unpaid past-due bills by creditors, construction and non-construction issues, and tax liens.
3.	<input type="checkbox"/> Yes (If yes, please complete Section V)	<input type="checkbox"/> No Have you ever had an application for registration, certification, or licensure in Florida or in any other jurisdiction denied, or is there now pending a proceeding or investigation to deny such an application?
4.	<input type="checkbox"/> Yes (If yes, please complete Section V)	<input type="checkbox"/> No Has any license, registration, or permit to practice any regulated profession, occupation, vocation, or business been revoked, annulled, suspended, relinquished, surrendered, or otherwise disciplined in Florida or in any other jurisdiction, or is any such proceeding or investigation now pending?

If you answered "YES" to any question in questions 1 – 4 above, please refer to Sections 2(d-e) of Instructions for detailed instructions on providing complete explanations, including requirements for submitting supporting legal documents. Please complete Section IV for your response to questions 1 and 2, and complete Section V for your response to questions 3 and 4. If you have more than four offenses to document in Section IV or need additional sheets for Section V, attach additional pages as necessary.

**Section IV – Explanations for Background Questions 1 and 2**

<b>EXPLANATION</b>	
Offense	
County	State
Penalty/Disposition	
Date of Offense (MM/DD/YYYY) / /	Have all sanctions been satisfied? <input type="checkbox"/> Yes <input type="checkbox"/> No
Description	

**Section IV – Explanations for Background Questions 1 and 2 – continued**

EXPLANATION	
Offense	
County	State
Penalty/Disposition	
Date of Offense (MM/DD/YYYY) / /	Have all sanctions been satisfied? <input type="checkbox"/> Yes <input type="checkbox"/> No
Description	

EXPLANATION	
Offense	
County	State
Penalty/Disposition	
Date of Offense (MM/DD/YYYY) / /	Have all sanctions been satisfied? <input type="checkbox"/> Yes <input type="checkbox"/> No
Description	

EXPLANATION	
Offense	
County	State
Penalty/Disposition	
Date of Offense (MM/DD/YYYY) / /	Have all sanctions been satisfied? <input type="checkbox"/> Yes <input type="checkbox"/> No
Description	



**Section VI – Qualifications for Certified License**

<b>METHOD OF QUALIFICATION</b>
<p>A person will qualify for a certified license by meeting one of the following requirements (check only one box below):</p> <p><input type="checkbox"/> 1. <b>Four year construction-related degree</b> from an accredited college (equivalent to three years experience) <b>and one year proven experience</b> applicable to the category for which you are applying.</p> <p><input type="checkbox"/> 2. <b>One year experience as a foreman and not less than three years</b> of credits from accredited <b>college-level courses</b>.</p> <p><input type="checkbox"/> 3. <b>One year experience as a worker, one year experience as a foreman, and two years</b> of credits from accredited <b>college-level courses</b>.</p> <p><input type="checkbox"/> 4. <b>Two years experience as a worker, one year experience as a foreman, and one year</b> of credits from accredited <b>college-level courses</b>.</p> <p><input type="checkbox"/> 5. <b>Four years experience</b> as a worker or foreman of which <b>at least one year must have been as a foreman</b>.</p> <p><b>MILITARY VETERANS:</b> A veteran will qualify for a certified license by meeting one of the following (check only one box below):</p> <p><input type="checkbox"/> 1. <b>Three years of military service and one year experience as a foreman</b> applicable to the category for which you are applying.</p> <p><input type="checkbox"/> 2. <b>Two years of military service, one year experience as a foreman, and one year experience as a worker or foreman</b> applicable to the category for which you are applying.</p> <p><input type="checkbox"/> 3. <b>One year of military service, one year experience as a foreman, and two years experience as a worker or foreman</b> applicable to the category for which you are applying.</p>
<p><b>TOTAL TIME OF EXPERIENCE FROM EMPLOYMENT HISTORY:</b></p> <p><input type="checkbox"/>Worker _____ <input type="checkbox"/>Foreman _____</p>
<p>The total time should equal or exceed the number of years of experience required for the method of qualification.</p>









**Section VII – Insurance Coverage – Active Applicants Only**

<b>INSURANCE</b>
<b>Do not complete this section if you selected Inactive in Section I.</b>
<p><b>Minimum amounts required for General Liability insurance:</b>            General and Building Contractors - \$300,000 public liability; \$50,000 property damage            All other categories - \$100,000 public liability; \$25,000 property damage</p>
<p>1. Have you obtained public liability and property damage insurance in the amounts determined by rule of the Construction Industry Licensing Board, as specified above? <input type="checkbox"/> Yes <input type="checkbox"/> No</p>
<p>2. Have you obtained workers' compensation insurance or filed for an exemption with the Division of Workers' Compensation, and if not, do you attest that you will obtain an exemption within 30 days after your license is issued? <input type="checkbox"/> Yes <input type="checkbox"/> No</p>

**Section VIII – Financial Responsibility & Stability Requirements – Active Applicants Only**

<b>FINANCIAL RESPONSIBILITY &amp; STABILITY</b>	
<b>Do not complete this section if you selected Inactive in Section I.</b>	
<b>See Section 2(i) of Instructions for information on completing this section.</b>	
<ul style="list-style-type: none"> <li>• <b>CREDIT REPORT</b> The applicant must submit a credit report containing a credit score (FICO derived) from a nationally recognized credit reporting agency, which includes a public records statement that records have been checked at local, state, and federal levels. (See Instructions for more information).</li> <li>• <b>FINANCIAL RESPONSIBILITY &amp; STABILITY REQUIREMENTS</b> Financial responsibility &amp; stability can be demonstrated by a credit score of 660 or higher and no unsatisfied judgments or liens. (See Rule 61G4-15.006, Florida Administrative Code for details).</li> </ul>	
<p><b>Does the submitted credit report show a credit score of 660 or higher?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No</p>	
<p>If no, the financial stability requirement may be met by providing a bond or irrevocable letter of credit from a bank authorized to do business in the State of Florida,</p>	
<p><b>with proof</b> of completion of an approved 14-hour financial responsibility course, in the amount of:</p> <ul style="list-style-type: none"> <li>▪ \$10,000 for Division I applicants</li> <li>▪ \$5,000 for Division II applicants</li> </ul>	
<p><b>without proof</b> of completion of an approved 14-hour financial responsibility course, in the amount of:</p> <ul style="list-style-type: none"> <li>▪ \$20,000 for Division I applicants</li> <li>▪ \$10,000 for Division II applicants</li> </ul>	
<p><b>Have you completed a financial responsibility course approved by the Construction Industry Licensing Board?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No</p>	
<p>If yes, please complete the fields below.</p>	
School Name:	School Provider #:
Name of Course:	
Date(s) Attended:	
<p><b>If you will be submitting a bond or an irrevocable letter of credit, see page 12 of this application for further instructions.</b></p>	

**Section IX – Affirmation by Written Declaration**

AFFIRMATION BY WRITTEN DECLARATION	
<p>I certify that I am empowered to execute this application as required by Section 559.79, Florida Statutes. I understand that my signature on this written declaration has the same legal effect as an oath or affirmation. Under penalties of perjury, I declare that I have read the foregoing application and the facts stated in it are true. <b>I understand that falsification of any material information on this application may result in criminal penalty or administrative action, including a fine, suspension or revocation of the license.</b></p>	
Signature:	Date:
Print Name:	

**STATE OF FLORIDA**  
**DEPARTMENT OF BUSINESS AND PROFESSIONAL REGULATION**  
**2601 Blair Stone Road, Tallahassee, FL 32399-0783**

**CONSTRUCTION LICENSE BOND/ IRREVOCABLE LETTER OF CREDIT**

**INSTRUCTIONS:**

1. All applicants for active status construction licenses must demonstrate financial responsibility and stability. **Rule 61G4-15.006, F.A.C.**, provides the financial responsibility and stability requirements for obtaining a contractor license.
2. Financial responsibility & stability can be demonstrated by providing a credit score of 660 (FICO derived) or higher, and being without any unsatisfied judgments or liens.
3. If the applicant has a credit score less than 660 (FICO derived), the financial stability requirement shall be met by obtaining a bond or irrevocable letter of credit from a bank authorized to do business in the State of Florida.
4. The applicant need only submit a copy of the bond and power of attorney, or a copy of the irrevocable letter of credit, with the application for licensure. The applicant shall retain the original bond and power of attorney for his records. The original letter of credit shall be retained by the bank issuing the letter.
5. The Department of Business and Professional Regulation will retain an electronic record of the bond and power of attorney, or letter of credit, that will be utilized to make claims against the bond or letter of credit. Section 668.50, Florida Statutes.
6. Fifty percent (50%) of the amount required by bond or irrevocable letter of credit may be satisfied by completion of a 14-hour financial responsibility course approved by the Construction Industry Licensing Board. Rule 61G4-15.006, F.A.C. For a list of approved financial responsibility courses, please visit: [http://www.myfloridalicense.com/dbpr/pro/cilb/documents/cilb\\_approved\\_financial\\_responsibility\\_courses.pdf](http://www.myfloridalicense.com/dbpr/pro/cilb/documents/cilb_approved_financial_responsibility_courses.pdf)
7. The **amount of the license bond or irrevocable letter of credit** is to be determined as follows:
  - o Applicants who **HAVE NOT** completed the 14-hour financial responsibility course must submit a bond or irrevocable letter of credit in the amount of:
    - **\$20,000 for Division I applicants** (applicants applying for General Contractor, Building Contractor, or Residential Contractor License).
    - **\$10,000 for Division II applicants** (applicants for types of contractor licenses not otherwise listed in Division I).
  - o Applicants who **HAVE** completed the 14-hour financial responsibility course must submit a bond or irrevocable letter of credit in the amount of:
    - **\$10,000 for Division I applicants** (applicants applying for General Contractor, Building Contractor, or Residential Contractor License).
    - **\$5,000 for Division II applicants** (applicants for types of contractor licenses not otherwise listed in Division I).
8. The license bond or irrevocable letter of credit, for fines and costs, is to be made payable to the Florida Construction Industry Licensing Board. Rules 61G4-15.006 and 61G4-15.0021, F.A.C.
9. The license bond or irrevocable letter of credit must remain in effect until the applicant can demonstrate a credit score, FICO derived, of 660 or higher to the Florida Construction Industry Licensing Board. At its own request and regardless of the applicant's credit score, a surety or bank may cancel the license bond or irrevocable letter of credit upon providing 30 days advance notice of cancellation to the Executive Director for the Construction Industry Licensing Board. However, the surety's liability shall continue for any indebtedness incurred or accrued during the period of the license bond or irrevocable letter of credit. If the license bond or irrevocable letter of credit is canceled prior to the applicant establishing a 660 credit score, the applicant must submit a new license bond or irrevocable letter of credit to the Florida Construction Industry Licensing Board.  
 A cause of action for any indebtedness accrued during the period of the irrevocable letter of credit must be commenced within one year after the expiration date of the letter of credit or one year after the cause of action accrues, whichever occurs later. A cause of action accrues when the breach occurs, regardless of the aggrieved party's lack of knowledge of the breach. Section 675.115, Florida Statutes.
10. Collection of claims under the license bond or irrevocable letter of credit shall require:
  - o A statement signed by a duly authorized official acting on behalf of the Florida Construction Industry Licensing Board, referencing the bond number or irrevocable letter of credit number, and certifying that the amount of the draft is due and payable pursuant to a Final Order from the Florida Construction Industry Licensing Board.
  - o A copy of the license bond or irrevocable letter of credit.
11. The bond or irrevocable letter of credit should be executed on the attached form. Some financial institutions will choose to retype these documents on their letterhead, which is acceptable. However, **any alteration of the wording** of the Construction License Bond or Irrevocable Letter of Credit will result in a notice that the application is deficient.



STATE OF FLORIDA
DEPARTMENT OF BUSINESS AND PROFESSIONAL REGULATION
2601 Blair Stone Road, Tallahassee, FL 32399-0783

CONSTRUCTION LICENSE BOND

STATE OF \_\_\_\_\_
COUNTY OF \_\_\_\_\_

Bond #: \_\_\_\_\_ Bond Amount: \$ \_\_\_\_\_
Effective Date: \_\_\_\_\_ Type of Bond: Construction License Bond
Obligee: Florida Construction Industry Licensing Board

KNOW ALL PERSONS BY THESE PRESENTS, THAT

(Applicant) \_\_\_\_\_
of (Company Name) \_\_\_\_\_, a company fully
authorized to do business in the State of Florida, as Principal, and

(Bond Company) \_\_\_\_\_, a company fully authorized to do business
in the State of Florida, as Surety, are held and firmly bound unto the Florida Construction Industry Licensing Board, as Obligee, in
Penal Sum of (amount in words) \_\_\_\_\_ Dollars for the payment of fines and
costs pursuant to Rule 61G4-15.006, Florida Administrative Code, well and to truly be made, we bind ourselves, our heirs, executors,
administrators, successors and assigns, jointly and severally, firmly by these presents. The condition of this obligation is such that:

WHEREAS, Principal has been granted a license to conduct business under Chapter 455, Florida Statutes and;

NOW THEREFORE, if the (Company Name) \_\_\_\_\_, shall well and
truly and faithfully make the payments to the State Treasurer of the State of Florida in his capacity as Treasurer of the
Department of Business and Professional Regulation as provided in and as required by any and all laws of the State of Florida
Business and Professional Regulation, and shall faithfully and accurately keep its books and records and make reports as in
any and all of said laws provided and required, and shall conduct its business in conformity with said laws and rules of the
Florida Department of Business and Professional Regulation, and shall well and truly keep and perform each and every
requirement in and by said laws and rules provided, then this obligation to be null and void, otherwise to remain in full force
and effect.

IT IS FURTHER AGREED AND UNDERSTOOD that the Obligee will retain an electronic record of this bond and power of
attorney that will be utilized to make claims against this bond pursuant to Section 668.50, Florida Statutes. Collection of claims
under this bond shall require a statement signed by a duly authorized official acting on behalf of the Florida Construction
Industry Licensing Board, referencing the bond number and certifying that the amount of the draft is due and payable pursuant
to a Final Order from the Construction Licensing Board; and a copy of this bond. The Principal shall retain the original bond.
The Principal must maintain a license bond in effect until the Principal can demonstrate a credit score of 660 (FICO derived) or
higher to the Florida Construction Industry Licensing Board. The Surety reserves the right to cancel this bond by sending a
notice of cancellation by certified mail 30 days in advance of cancellation to the Executive Director of the Florida Construction
Industry Licensing Board, 2601 Blair Stone Road, Tallahassee, Florida 32399. However, the Surety's liability shall continue for
any indebtedness incurred or accrued during the period of this bond, including the 30-day notice period.

SIGNED this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

PRINCIPAL: \_\_\_\_\_
Print or Type Name of Applicant Applicant Signature

COMPANY: \_\_\_\_\_
Authorized Company Officer Name, Title Signature Authorized Company Officer

SURETY: \_\_\_\_\_

BY: \_\_\_\_\_
Print Name of Attorney-in-fact Signature Attorney-in-fact
(Attach Power of Attorney)



STATE OF FLORIDA
DEPARTMENT OF BUSINESS AND PROFESSIONAL REGULATION
2601 Blair Stone Road, Tallahassee, FL 32399-0783

CONSTRUCTION LICENSE IRREVOCABLE LETTER OF CREDIT

RE: Irrevocable Letter of Credit No. \_\_\_\_\_ Beneficiary: Construction Industry Licensing Board
Effective Date: \_\_\_\_\_ 2601 Blair Stone Road
Expiration Date: \_\_\_\_\_ Tallahassee, FL 32399-0783

Applicant: \_\_\_\_\_
Company Name: \_\_\_\_\_
Address: \_\_\_\_\_

Lending Institution: \_\_\_\_\_
Address: \_\_\_\_\_

To the Florida Construction Industry Licensing Board:

We hereby authorize Beneficiary to draw on us, the aforementioned Lending Institution, for account of Applicant up to an aggregate amount of \_\_\_\_\_ Dollars for the payment of fines and costs pursuant to Rule 61G4-15.006, Florida Administrative Code, available by your draft at sight on us accompanied by the following:

- 1. A statement signed by a duly authorized official acting on behalf of the Florida Construction Industry Licensing Board, referencing the Irrevocable Letter of Credit number and certifying that the amount of the draft is due and payable pursuant to a Final Order from the Florida Construction Industry Licensing Board.
2. A copy of this Irrevocable Letter of Credit.

The Lending Institution shall retain the original irrevocable letter of credit. The Beneficiary will retain an electronic record of this irrevocable letter of credit that will be utilized to make claims against this letter of credit pursuant to Section 668.50, Florida Statutes. The irrevocable letter of credit must remain in effect until the Applicant can demonstrate a credit score of 660 (FICO derived) or higher to the Lending Institution. Upon proof of the required credit score, the Lending Institution may cancel the irrevocable letter of credit. A cause of action for any indebtedness accrued during the period of the irrevocable letter of credit must be commenced within one year after the expiration date of the letter of credit or one year after the cause of action accrues, whichever occurs later. A cause of action accrues when the breach occurs, regardless of the aggrieved party's lack of knowledge of the breach. Section 675.115, Florida Statutes.

We hereby agree that all draft(s) drawn under and in compliance with the terms of this credit be duly honored, if drawn and presented to us.

Nothing contained herein shall be construed to extend the gross liability of the Lending Institution to an amount greater than the aforesaid \$\_\_\_\_\_.

This credit is subject to the Uniform Customs and Practice for Documentary Credits (1993), International Chamber of Commerce, Publication Number 500, and engages us in accordance with its terms.

Sincerely,

\_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_
(Name, Title of Authorizing Officer) (Signature, Title of Authorizing Officer) (Date)

ATTEST: \_\_\_\_\_, \_\_\_\_\_
(Name, Title) (Signature, Title)

## INSTRUCTIONS

If you have any questions or need assistance in completing this application, please contact the Department of Business and Professional Regulation, Customer Contact Center, at **850.487.1395**.

### 1. General Requirements for Certification

#### a. Definition of "Certified Contractor"

- i. Any contractor who possesses a certificate of competency issued by the Department and who shall be allowed to contract in any jurisdiction in the state without being required to fulfill the competency requirements of that jurisdiction.

#### b. All License Applicants:

- i. Must select one method of qualification and meet the requirements of that method of qualification.
- ii. Must submit electronic fingerprints.
  - (1) Pursuant to Chapter 455, Florida Statutes, electronic fingerprinting is mandatory for all Construction Initial License, Initial Business, Additional Business, Transfer (Change of Status), and Endorsement applications. Electronic fingerprinting allows applicants to have their fingerprints scanned and electronically submitted to the Florida Department of Law Enforcement and Federal Bureau of Investigation.
  - (2) Electronic Fingerprinting is located at various convenient sites throughout the state. See [http://www.myfloridalicense.com/dbpr/servop/testing/documents/finger\\_faq.pdf](http://www.myfloridalicense.com/dbpr/servop/testing/documents/finger_faq.pdf) for more information.

### 2. Application Instructions (by section)

#### a. Section I- Application Type

- i. Individual Certified License – Active
  - (1) Select this application type if you plan to conduct business as an individual with this license, AND
  - (2) You meet the requirements outlined in 1(b) above.
  - (3) Complete entire application.
- ii. Certified License – Inactive
  - (1) Select this application type if you seek a license, but want to set the license status to inactive, AND
  - (2) You meet the requirements outlined in 1(b) above.
  - (3) Complete sections I-VI and IX only.

#### b. Section II- Applicant Personal Information

- i. Fill out each section completely. A Social Security number is required in order to apply for any individual license within the Department of Business and Professional Regulation.
- ii. In the Full Legal Name section provide your full legal name as it appears on your Social Security card. Do not use any nicknames or initials. Please list any aliases or prior names in the prior name information section.
- iii. Provide your mailing address. This will be used for sending correspondence regarding your application and license.
- iv. Contact information is often used to quickly resolve questions with applications by telephone call or email. If contact information is not provided, questions regarding applications will be mailed to the applicant's mailing address and may take longer to resolve.
- v. Applicants are required to provide at least one physical address – i.e., not a P.O. Box. If the mailing address is not also your physical address, please provide a physical address.
- vi. Active applicants are required to provide the address of their business location.
- vii. Additional contact information is optional and will be used when the applicant cannot be reached using their primary contact information.
- viii. Applicants must provide information on current or prior licenses held in Florida or any other state, territory, or jurisdiction of the United States or in any foreign national jurisdiction.
- ix. Applicants must provide information on any prior names or aliases used by applicant. If the name on supporting documentation does not match the applicant's legal name, the alias used in the supporting documentation must be provided in this section. Failure to do so will result in a deficient application.

#### c. Section III- Background Questions

- i. Applicants must submit answers to each of the background questions.
- ii. For each "Yes" answer the person must provide an explanation in Section IV or V, as applicable.

#### d. Section IV- Explanations for Background Questions 1 and 2

- i. For these sections, provide as much detail as possible.
- ii. Question 1:
  - (1) If you answer "yes" to this question, you must complete Section IV [*make additional copies as necessary*] of the application please provide the full details of the criminal charges including dates, outcomes, sentences, and/or conditions imposed; the dates, name and location of the court and/or



- jurisdiction in which any proceedings were held or are pending. If you answer NO to this question because you believe that previous incidents have been dismissed, no action taken, nolle prossed, or expunged, you may be asked to supply documentation as proof of the disposition.
- iii. Question 2:
    - (1) If you answer “yes” to this question, you must complete Section IV [*make additional copies as necessary*] of the application and you must also supply documentation proving the bankruptcy has been discharged or the judgment or lien has been satisfied, or if not, stating the current status of the bankruptcy, judgment or lien.
  - iv. Submit supporting legal documentation, if necessary, with this application.
  - e. Section V- Explanations for Background Questions 3 and 4**
    - i. For these sections, provide as much detail as possible.
    - ii. Question 3:
      - (1) If you answer “yes” to this question, you must complete Section V [*make additional copies as necessary*] of the application and supply copies of documentation explaining the denial or pending action.
      - (2) Provide the full details explaining the denial or pending administrative action including the nature of any charges, dates, outcomes, sentences, and/or conditions imposed; the dates, name and location of the court and/or jurisdiction in which any proceedings were held or are pending; and the designation and/or license number for any actions against a license or licensure application.
    - iii. Question 4:
      - (1) If you answer “yes” to this question, you must complete Section V [*make additional copies as necessary*] of the application and supply copies of the order(s) (if applicable) showing the disciplinary action taken against the license or documentation showing the status of the pending action.
      - (2) Provide the full details of any administrative action including the nature of any charges, dates, outcomes, sentences, and/or conditions imposed; the dates, name and location of the court and/or jurisdiction in which any proceedings were held or are pending; and the designation and/or license number for any actions against a license or licensure application.
    - iv. Submit supporting legal documentation, if necessary, with this application.
  - f. Section VI- Qualifications for Certified License**
    - i. Definition of “foreman”
      - (1) Person who is in charge of a group of workers and usually is responsible to a superintendent or a contractor or his or her equivalent
    - ii. Definition of “worker”
      - (1) A person who through active experience as a worker has learned the trade by serving an apprenticeship as a skilled worker who is able to command the rate of a mechanic in the particular trade.
    - iii. Definition of “accredited college-level course”
      - (1) This refers to academic credit from an accredited college. All junior college or community college-level courses shall be considered accredited college-level courses.
    - iv. Method of Qualification. Applicant must select one of the following methods of qualification:
      - (1) Four year construction-related degree from an accredited college (equivalent to three years experience) and one year proven experience applicable to the category for which you are applying.
        - (a) Definition of “construction-related degree”, a baccalaureate degree from an accredited 4-year college in the appropriate field of engineering, architecture, or building construction.
      - (2) One year experience as a foreman and not less than three years of credits from accredited college-level courses.
      - (3) One year experience as a worker, one year experience as a foreman, and two years of credits from accredited college-level courses.
      - (4) Two years experience as a worker, one year experience as a foreman, and one year of credits from accredited college-level courses.
      - (5) Four years experience as a worker or foreman of which at least one year must have been as a foreman.
      - (6) **Note:** One year of experience is equal to 2000 hours.
    - v. Indicate the total time of experience as a worker and foreman from your employment history.
      - (a) Note: the total time should equal or exceed the number of years of experience required for the qualification method selection in Method of Qualification.
    - vi. List your employment history for the years of experience required for the method of qualification you selected.
      - (1) Provide the name and address of your employer.
      - (2) Provide the dates of your employment with that employer.

- (3) Provide a phone number for the employer.
- (4) Include the employer's license number.
- (5) Provide the name of a contact person for the employer.
- (6) Provide an email address for the employer or the contact person for the employer.
- (7) Select whether work experience with that employer was as a worker or a foreman, and indicate how many years (yrs) and months (mths) you worked in that capacity.
  - (a) If you worked as both a worker and foreman for that employer, please check both boxes and indicate the amount of time you worked in each capacity.
- (8) Select the areas in which you gained experience during your employment history.
- (9) Provide your job title and duties on the job site(s).
- (10) Use additional copies of this sheet as necessary.

**g. Section VII- Insurance Coverage- Active Status Applicants Only**

- i. Complete this section entirely.
- ii. Applicants must have adequate workers' compensation and liability insurance as specified by the Construction Industry Licensing Board.
  - (1) Amounts for general liability insurance are specified in the application. Amounts for workers' compensation insurance are outlined in [Chapter 440, Florida Statutes](#).
  - (2) See [Section 489.115\(5\)\(a\), Florida Statutes](#), and [Rule 61G4-15.003, F.A.C.](#) for more information.
- iii. To verify the accuracy of the signed affidavit, the Board will, from time to time, conduct random sample audits of licensees by zip code area in which the total number of certificates and registrations selected for audit will be in a sufficient amount to insure the validity of the audit.

**h. Section VIII- Financial Responsibility & Stability Requirements- Active Status Applicants Only**

- i. Complete this section entirely.
- ii. Applicants must meet financial responsibility and stability requirements by submitting a credit report with a **FICO derived credit score**.
  - (1) Financial responsibility – this requirement is met if the submitted credit report shows no outstanding unsatisfied judgments or liens against the applicant.
    - (a) **Applicants must submit proof of satisfaction of liens, judgments, and discharge of bankruptcy if these are shown on the credit report.**
  - (2) Financial Stability – this requirement is met if the submitted credit report shows a FICO derived credit **score of 660 or higher**.
    - (a) If the applicant has a FICO derived credit **score less than 660, he or she must maintain a bond or irrevocable letter of credit** from a bank in the amounts specified in the application. (See the instructions for the construction license bond/irrevocable letter of credit form at the end of this application).
    - (b) Fifty percent of the financial stability bond or the letter of credit requirement may be met by completion of a 14-hour financial responsibility course approved by the Board. See [Financial Responsibility and Financial Stability, Grounds for Denial Rule 61G4-15.006, F.A.C.](#) for more information.
  - (3) You only need to complete the 14-hour financial responsibility course if you have a credit score less than 660 (FICO) and wish to meet fifty percent of the financial stability bond or the letter of credit requirement.
  - (4) If you have completed the 14-hour financial responsibility course for a 50% reduction in the amount required for the construction bond/irrevocable letter of credit, please provide the school name, the school provider number, the name of the course, and the dates attended.

**i. Section IX- Affirmation by Written Declaration**

- i. Applicant must sign the affirmation by written declaration.

## VOLUNTARY CRIMINAL HISTORY INFORMATION:

Beginning October 1<sup>st</sup>, 2019, new provisions went into effect which require the board to collect additional information regarding an applicant's background. Section 455.213, Florida Statutes, requires the board to identify the date of conviction, finding of guilt, plea, or adjudication entered, or date of sentencing, for each crime reported.

**PLEASE NOTE:** You are NOT required to answer the questions below. Your application WILL NOT be considered insufficient for failing to answer these questions.

The questions below only pertain to the background of the APPLICANT. The questions below DO NOT pertain to the background of any authorized representatives listed in the application.

If you have more offenses to document, you may attach additional pages as necessary.

EXPLANATION
Name of person to whom this explanation relates:
Offense:
Was the penalty/disposition a result of a plea or a trial? <input type="checkbox"/> Plea <input type="checkbox"/> Trial
Was adjudication withheld? <input type="checkbox"/> Yes <input type="checkbox"/> No
Date of Conviction, Finding of Guilt, or Plea:
Date of Sentencing:

EXPLANATION
Name of person to whom this explanation relates:
Offense:
Was the penalty/disposition a result of a plea or a trial? <input type="checkbox"/> Plea <input type="checkbox"/> Trial
Was adjudication withheld? <input type="checkbox"/> Yes <input type="checkbox"/> No
Date of Conviction, Finding of Guilt, or Plea:
Date of Sentencing: