

WHAT YOU NEED TO BECOME LICENSED WITH OKALOOSA COUNTY DEPT OF GROWTH MANAGEMENT IF YOU ARE

*****SPECIALTY CONTRACTOR*****

IF YOU “**GRANDFATHERED IN**” WITH **ANOTHER** COUNTY, WE **CANNOT** ACCEPT YOUR LICENSE IN THIS COUNTY UNLESS YOU TAKE AND PASS THE AN APPROVED TESTING AGENCY EXAM.

IF YOU TOOK THE **TRADE AND BUSINESS & LAW EXAMS** IN ANOTHER COUNTY THAT WE HAVE A RECIPROCAL AGREEMENT WITH, THE FOLLOWING ITEMS ARE REQUIRED:

- A. ____ You must contact sponsoring county and request that they mail a reciprocal letter to us stating all the particulars of the examinations. (Must be prepared, proctored, and graded by an approved testing agency, your grade (75% is passing), applicant number, which trade, etc. must be listed. **We will accept fax, emailed and mailed copy from county.**
- B. ____ You will also need to contact the testing agency for a letter. Prometric @ (800) 280-3926 (request a **duplicate score letter**); GITS @ (800) 997-2129 (request a **grade verification letter**); PROV @ (866) 720-7768 x103 (provide staff applicant number);

NOTE: Please notify licensing staff if exam(s) are older than three (3) years from original examination date(s).

**** BOTH LETTERS MUST SHOW INFORMATION FOR TRADE AND BUSINESS & LAW EXAMS. ****

ONCE THE RECIPROCAL AGREEMENT PROCESS IS COMPLETE THE FOLLOWING ITEMS ARE REQUIRED:

- 1. ____ COPY OF YOUR CURRENT OKALOOSA COUNTY BUSINESS TAX RECEIPT (formally occupational license)
- 2. ____ GENERAL LIABILITY INSURANCE CERTIFICATE (See Insurance Guidelines for specifics)
- 3. ____ WORKER’S COMPENSATION INSURANCE CERTIFICATE (See Insurance Guidelines for specifics)

OR

IF YOU **DO NOT** HAVE EMPLOYEES, WE WILL ACCEPT YOUR WORKER’S COMPENSATION EXEMPTION CARD (If you have partners or officers who have worker’s compensation exemption (Limit 3), please submit a copy of their exemption cards & your company partnership agreement or corporate papers.)

- 4. ____ LETTER OF AUTHORIZATION. If you are allowing employees, partners, or officers to purchase permits or call for inspections on your behalf you must complete form, have it **notarized**, and will be accepted by fax, email or mailed to us.
- 5. ____ OKALOOSA COUNTY APPLICATION FORM.
- 6. ____ ACKNOWLEDGEMENT OF COMPLIANCE AFFIDAVIT SIGNED AND NOTARIZED.
- 7. ____ OKALOOSA COUNTY COMPETENCY CARD FEE. Please contact our office for the required fee.
Make checks payable to Okaloosa County Dept. of Growth Management.
- 8. ____ HOLD HARMLESS AGREEMENT SIGNED, DATED AND WITNESSED.
- 9. ____ COPY OF YOUR DRIVERS LICENSE.
- 10. ____ COPY OF ARTICLES OF INCORPORATION. Per Florida Statute 607 & 608 all corporations or limited liability companies must have active Articles of Incorporation in order to transact business within the State of Florida.

****VERY IMPORTANT—ALL PAPERWORK MUST RECORD YOUR COMPANY NAME EXACTLY AS IT APPEARS ON FICTICIOUS NAME REGISTRATION OR ARTICLES OF ORGANIZATION/CORPORATION. ****

This checklist as well as the forms needed is also available on the Growth Management website under licensing at www.co.okaloosa.fl.us

812 E. James Lee Blvd, Crestview, FL 32539
1250 Eglin Parkway, Suite 301, Shalimar, FL 32579

Rene’e Lucas, License Specialist

(850) 651-7526; (850) 651-7184 fax; rlucas@co.okaloosa.fl.us

