

APPLICATION FOR COLLIER COUNTY CERTIFICATE OF COMPETENCY

**CHECKLIST: FIRM APPLICATION FOR COLLIER COUNTY  
CERTIFICATE OF COMPETENCY**

Prior to submission of your application to the Contractor Licensing Supervisor, staff will review your application to assure all required documentation is present.

- ☐ **COMPLETE AND NOTARIZED APPLICATION**
- ☐ **VERIFICATION OF MINIMUM 75% PASSING SCORE ON EXAMINATION** Attach proof that you have passed the appropriate exam with a minimum grade of 75%. Acceptable documents include a copy of the letter from an approved testing agency (Gainesville Independent Testing, Prometric, or Prov) or a letter of reciprocity from another Florida jurisdiction (with exam date and results).
- ☐ **PROOF OF SATISFACTION OF LIENS, JUDGEMENTS, AND DISCHARGE OF BANKRUPTCY** (documentation required for any YES responses in the table contained in Section III)
- ☐ **CREDIT REPORT APPLICANT & BUSINESS (IF OVER 1 YEAR OLD)** Provide proof of financial stability and responsibility by submitting a credit report from a nationally recognized credit agency. Credit reports must include a FICO-derived credit score and indicate that local, state, and federal records have been searched. Financial responsibility is demonstrated by a minimum credit score of 660. See below list for some agencies approved by the DBPR.
- ☐ **FLORIDA COMPANY DOCUMENTS** Provide the Articles of Organization issued by the Florida Department of State, Division of Corporations. Include a summary print out from Sunbiz.org for your company name registration. Also provide a copy of the fictitious name recording, if applicable, with the Florida Department of State, Division of Corporations. Name registration forms are available at [sunbiz.org](http://sunbiz.org).
- ☐ **FEDERAL TAX NUMBER** Please provide the IRS form SS-4 Form that shows the Employer Identification Number for the company.
- ☐ **RESOLUTION OF AUTHORIZATION** Complete this form if multiple people own part of the company and someone owns more than 50%. If someone does not, then this form is not required for the application.
- ☐ **STATEMENT OF OWNERSHIP** Complete this form to show how much ownership you, the license holder, has within the company you are attaching the license to.
- ☐ **THREE (3) NOTARIZED AFFIDAVITS VERIFYING CONSTRUCTION EXPERIENCE** Attach three (3) original, notarized affidavits verifying that you have the necessary experience in the area covered by the certificate of competency you are seeking. The required affidavits are attached to this application and should be completed by past or present employers that are licensed and actively engaged in the construction services field. These **cannot** be completed by relatives.
- ☐ **MAJOR TRADES** Include three (3) notarized letters on company letterhead from contractors you have worked with. Please include applicant's years of experience in the trade, types of work done, knowledge of the trade, and Integrity and Good Character.
- ☐ **TWO (2) NOTARIZED AFFIDAVITS ATTESTING TO INTEGRITY AND CHARACTER** Attach two (2) original, notarized affidavits attesting to your honesty, integrity, good business reputation and competence in the trade category for which you are applying. Individuals may be the same as those providing verification of experience affidavits. The required affidavits are attached to this application and should be completed by individuals who have resided in Collier County for a minimum of five (5) years.
- ☐ **COPY OF DRIVER'S LICENSE**

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Once approved by the Contractor Licensing Supervisor, please provide the below documents:

- ☐ **CERTIFICATE OF WORKMEN'S COMPENSATION INSURANCE** Attach an original Certificate of Workmen's Compensation insurance showing Collier County Contractor Licensing Board as the certificate holder, using the above mailing address. If exempt, submit a copy of the approved exemption from the State Department of Labor.
- ☐ **CERTIFICATE OF GENERAL LIABILITY INSURANCE** The applicant will be required to present proof of liability insurance issued from an insurance company licensed to do business in the State of Florida. Collier County Contractor Licensing Board must be listed as the certificate holder, using the above mailing address. State-registered applicants are required to carry the minimum amounts set by the DBPR.
- ☐ **BUSINESS TAX RECEIPT** Business tax receipt from the jurisdiction where the office or business is located. If located within Collier County, please provide Collier County business tax receipt (located in the same building as Contractor Licensing; Tel.: 239-252-2477).
- ☐ **STATE REGISTRATION** The following trades must register with the State Department of Business and Professional Regulation (DBPR) before the competency card is considered active for business:

General Contractor	Roofing	Mechanical Contractor Class A, B, & C
Building Contractor	Swimming Pool Class A, B, & C	Master Electrical
Residential Contractor	Master Plumber	Burglar/ Fire Alarm

**Credit Reporting Agencies – For Reference Only**

(This listing is not all inclusive. You may submit credit reports from agencies not included on this list, so long as they meet the required criteria including a FICO-derived credit score and indicate that local, state, and federal records have been searched.)

**1<sup>st</sup> United CRS**  
**www.unitedcrs.com**  
**PH 239-206-1049**  
**PH 800-539-8000**

**Credit Check, Inc.**  
**www.creditcheckinc.com**  
**PH 561-616-5556**  
**PH 877-616-5556**

**Credit Plus, Inc**  
**PH 818-331-1048**

**Licenses, Etc.**  
**www.licensesetc.com**  
**PH 239-777-1028**  
**PH 954-573-2700**

**USA Credit Bureau**  
**PH 888-474-2270**

APPLICATION FOR COLLIER COUNTY CERTIFICATE OF COMPETENCY

**FIRM APPLICATION FOR COLLIER COUNTY  
CERTIFICATE OF COMPETENCY**

This application must be typewritten or legibly printed. The application fee must be paid upon approval and is **NOT** refundable. All checks should be made payable to: *Collier County Board of County Commissioners*. For further information, consult Collier County Ordinance No. 2006-46, as amended.

**TYPE OF CERTIFICATE OF COMPETENCY:**

- |                                      |          |  |          |
|--------------------------------------|----------|--|----------|
| <input type="checkbox"/> General     | \$230.00 | <input type="checkbox"/> Electrician     | \$230.00 |
| <input type="checkbox"/> Building    | \$230.00 | <input type="checkbox"/> Plumber         | \$230.00 |
| <input type="checkbox"/> Residential | \$230.00 | <input type="checkbox"/> Air Conditioner | \$230.00 |
| <input type="checkbox"/> Mechanical  | \$230.00 | <input type="checkbox"/> Swimming Pool   | \$230.00 |
| <input type="checkbox"/> Roofing     | \$230.00 | <input type="checkbox"/> Specialty       | \$205.00 |

*Specialty Trade:* \_\_\_\_\_

**I. APPLICANT PERSONAL INFORMATION:**

Name: \_\_\_\_\_  
First Middle Initial Last

Business Name: \_\_\_\_\_

Address: \_\_\_\_\_  
Street City State Zip

Email: \_\_\_\_\_

Telephone: \_\_\_\_\_ \*SS # (Last 4 digits only): \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Driver's License # (Last 4 digits only): \_\_\_\_\_

Pursuant to Collier County Contractor Licensing Ordinance No. 2006-46 Section 2.1.1., all applicants are required to submit their social security number, driver's license, and date of birth for the following purposes: a) Assess applicant's ability to satisfy creditors by reviewing their credit history. b) Verification of applicant's test scores and information. c) Verification of applicant's identity. Our office will only use the personal information noted above for those reasons pursuant to Chapter 119, Florida Statutes, and as may otherwise be authorized by law. We are fully committed to safeguarding and protecting your personal information and once collected, will be maintained as confidential and exempt under Chapter 119, Florida Statutes.

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Provide the names and telephone numbers of two persons who will always know your whereabouts.

Name: \_\_\_\_\_

Name: \_\_\_\_\_

Telephone: \_\_\_\_\_

Telephone: \_\_\_\_\_

**II. NAME OF APPLICANT'S BUSINESS:**

Business Name: \_\_\_\_\_

Business Address: \_\_\_\_\_  
Street City State Zip

Telephone: \_\_\_\_\_

Email: \_\_\_\_\_

Federal ID Tax No.: \_\_\_\_\_

**III. FINANCIAL RESPONSIBILITY**

YES	NO	ALL APPLICANTS MUST ANSWER THE QUESTIONS BELOW:
		Filed for or been discharged in bankruptcy within the past 5 years?
		Had a lien filed against you by the Internal Revenue Service or Florida Corporate Tax Division?
		Undertaken construction contracts or work that resulted in liens, suits, or judgments being filed?
		Undertaken construction contracts or work that a third party, such as a bonding or surety company, completed or made financial statements on?
		Made an assignment of assets in settlement of construction obligations for less than the debts outstanding?
		Been convicted or found guilty of, or entered a plea of nolo contendere to, regardless of adjudication, a crime in any jurisdiction within the past 10 years?*
		Had claims or lawsuits filed for unpaid or past due accounts by your creditors as a result of construction experience?
		Been charged with or convicted of acting as a contractor without a license, or if licensed as a contractor in this or any other state, been "subject to" disciplinary action by a state, county, or municipality?

**NOTE.** If you have answer **YES** to any of the questions below, you must attach a written explanation including the nature of the charges, dates, and outcomes, sentences of conditions imposed. You must also attach proof of payment, satisfaction of lien or judgement, bankruptcy discharge, or agreements for payment.\*If you have had a felony conviction, proof that your civil rights have been restored will be required prior to licensure.

APPLICATION FOR COLLIER COUNTY CERTIFICATE OF COMPETENCY

**IV. EXPERIENCE VERIFICATION**

**EDUCATION:**

List below and provide transcripts for any formal education you have obtained in the area of competency for which this application is being made:

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List below non formal education (on the job training) you have obtained in the area of competency for which this application is being made:

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**CURRENT/PREVIOUS LICENSE:**

List below and attach copies any other certificates of competency/licenses you hold/have held in Collier County or any other jurisdiction. Include the license #, Type, and county you hold it in.

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**AFFIDAVIT**

Under the penalties of perjury, I declare that I have read the foregoing application and the facts stated in it are true.

\_\_\_\_\_  
Applicant (please print)

\_\_\_\_\_  
Signature of Applicant

State of \_\_\_\_\_ County of \_\_\_\_\_

The foregoing instrument was acknowledged before me by means of ☐ physical presence or ☐ online notarization on this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, by \_\_\_\_\_

Such person(s) Notary Public must check applicable box:

☐ are personally known to me      ☐ has produced a current driver license

☐ has produced \_\_\_\_\_ as identification.

**(Notary Seal)**

Notary Signature: \_\_\_\_\_

APPLICATION FOR COLLIER COUNTY CERTIFICATE OF COMPETENCY

**CERTIFICATION OF APPLICATION**

The undersigned hereby makes application for Certificate of Competency under the provisions of Collier County No. 2006-46, as amended, and under penalties of perjury. I declare that I have read the foregoing qualifier information and that the facts stated in it are true.

The undersigned hereby certifies that he is legally qualified to act on behalf of the business organization sought to be licensed in all matters connected with its contracting business and that he has full authority to supervise construction undertaken by himself or such business or organization and that he will continue during this registration to be able to so bind said business organization. The qualified license holder understands that in all contracting matters, he/she will be held strictly accountable for any and all activities involving his license.

Any willful falsification of any information contained herein is grounds for disqualification.

\_\_\_\_\_  
Applicant (please print)

\_\_\_\_\_  
Name of Company

\_\_\_\_\_  
Signature of Applicant

State of \_\_\_\_\_ County of \_\_\_\_\_

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APPLICATION FOR COLLIER COUNTY CERTIFICATE OF COMPETENCY

**WORKMEN'S COMPENSATION AFFIDAVIT**

It is understood and acknowledged by the Collier County Contractors' Licensing Board and myself that if I fail to acquire, or maintain at all times effective Workmen's Compensation Insurance it will result in the possible revocation of my Certificate of Competency.

\_\_\_\_\_  
Applicant (please print)

\_\_\_\_\_  
Name of Company

\_\_\_\_\_  
Signature of Applicant

BEFORE ME this day personally appeared \_\_\_\_\_ who affirms and  
Applicant (please print)

says that he has less than one employee and does not require Workmen's Compensation understands that at any time he employees one or more persons he must obtain said Workmen's Compensation Insurance.

State of \_\_\_\_\_ County of \_\_\_\_\_

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**RESOLUTION OF AUTHORIZATION**

Complete this form if multiple people own part of the company the license will be attached to.  
If there is only 1 owner, then this form is not required for the application.

In accordance with Collier County Ordinance 2006-46, as amended, \_\_\_\_\_ proposes  
to engage in contracting as \_\_\_\_\_ in Collier County where \_\_\_\_\_  
proposes to qualify for a Certificate of Competency with company \_\_\_\_\_.  
It is hereby agreed upon that we the undersigned \_\_\_\_\_ of \_\_\_\_\_  
resolve and represent to the Collier County Contractor's Licensing Board that the proposed qualifying agent,  
\_\_\_\_\_, is active in all matters connected with the company named  
\_\_\_\_\_. We further resolve and represent that \_\_\_\_\_ is legally  
empowered to act on behalf of \_\_\_\_\_ in all matters connected with its contracting  
business and has the authority to supervise construction undertaken by \_\_\_\_\_.

\_\_\_\_\_  
Officers/Owners/Partners

\_\_\_\_\_  
Witness

\_\_\_\_\_  
Officers/Owners/Partners

\_\_\_\_\_  
Witness

\_\_\_\_\_  
Officers/Owners/Partners

\_\_\_\_\_  
Witness

Officers/Owners/Partners of the above-mentioned company need to sign on the left and a witness to the signature signs on the right.

State of \_\_\_\_\_ County of \_\_\_\_\_

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\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, by \_\_\_\_\_

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Notary Signature: \_\_\_\_\_



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**STATEMENT OF OWNERSHIP**

This certifies that I, \_\_\_\_\_ am a member or managing  
APPLICANT'S NAME (please print)

member of \_\_\_\_\_  
(LIMITED LIABILITY COMPANY NAME)

I own \_\_\_\_\_ % of the units issued by the Limited Liability Company listed above.

**Affidavit of Applicant: I certify under penalty of perjury that the information contained is a true and correct statement to the best of my knowledge.**

\_\_\_\_\_  
Applicant (please print)

\_\_\_\_\_  
Name of Company

\_\_\_\_\_  
Signature of Applicant

State of \_\_\_\_\_ County of \_\_\_\_\_

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APPLICATION FOR COLLIER COUNTY CERTIFICATE OF COMPETENCY

**VERIFICATION OF CONSTRUCTION EXPERIENCE**

Applicant's Name: \_\_\_\_\_

Certificate Category Requested: \_\_\_\_\_

The applicant is seeking a Collier County Certificate of Competency in the trade indicated above. As part of the application for this certificate, the applicant must verify his/her experience within this trade. You are being requested to provide information that will aid the applicant in meeting this requirement. You should verify time of active experience working as an apprentice or a skilled worker (e.g., as a worker commanding the wage of mechanic or better in the trade). Time served solely in a supervisory or administrative role should be described, but may or may not be considered sufficient to demonstrate required trade experience. The person verifying trade experience for the above-named applicant must provide the following information:

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Business Name: \_\_\_\_\_

Phone: \_\_\_\_\_ License No. (if applicable): \_\_\_\_\_

Business Address: \_\_\_\_\_  
Street City State Zip

The applicant was employed by me from \_\_\_\_\_ to \_\_\_\_\_

Applicant's title: \_\_\_\_\_

The applicant's scope of work (specific duties) included: \_\_\_\_\_

Additional comments: \_\_\_\_\_

**NOTE TO LICENSED CONTRACTORS:** *Falsifying any information provided herein may subject your license to revocation.*  
Under penalty of perjury, I declare that the facts stated here are true.

State of \_\_\_\_\_ County of \_\_\_\_\_  
Signature of person providing the statement

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**AFFIDAVIT OF INTEGRITY AND GOOD CHARACTER**

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

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

I, \_\_\_\_\_, having been first duly sworn, state and affirm:

I am a resident of \_\_\_\_\_ County, \_\_\_\_\_ (State) and have resided here for more than five (5) years.

During the last five (5) years I have known \_\_\_\_\_ (applicant). I have had the opportunity to observe his or her business and personal dealings and find him or her to be a person of honesty, integrity and good character.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Printed Name

Address: \_\_\_\_\_  
Street

\_\_\_\_\_  
City State Zip

Telephone: \_\_\_\_\_

State of \_\_\_\_\_ County of \_\_\_\_\_

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\_\_\_\_\_  
Signature

\_\_\_\_\_  
Printed Name

Address: \_\_\_\_\_  
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