

**PUTNAM COUNTY
PLANNING & DEVELOPMENT SERVICES**

P.O. BOX 1486
Palatka, FL 32178-1486
FAX (386) 329-1213
Email: pzb@putnam-fl.com



Planning : (386) 329-0491
Zoning: (386) 329-0316
Building: (386) 329-0307
Codes Enforcement: (386) 329-0317

In Florida Toll Free: 1-800-432-0364

PROCEDURES FOR OBTAINING AN AUTHORIZED CONTRACTOR LICENSE IN PUTNAM COUNTY

We commend you for making the decision to become a Licensed Professional. Putnam County Ordinance 2004-13 (Contractor Licensing Ordinance) and Chapter 489 of the Florida Statutes, are the primary laws that govern you as a Putnam County License Holder and it is important that you read and have a full understanding of these laws. We are committed to helping you through this process. Please contact Licensing at (386)329-0461 for more information. You can access our Local Ordinance on our website at www.putnam-fl.com. You can also access Chapter 489 by going to www.flsenate.gov/statutes.

1. **Obtain Application:** All blanks must be filled in and completed
2. **Return Completed Application:** A copy of the Applicants Drivers License must accompany this application. The application fee is \$100.00, and is **non-refundable**. This fee is per application not per license.
3. **Schedule a Hearing with the Contractors and Building Trades Examiners Board:** The Board will hear your application for Testing Sponsorship. Once you are approved for Testing Sponsorship, you must obtain a passing score of 75% or higher on the Technical Portion of the Examination. You are also required to attend and complete an approved Business Exemption course or pass an approved Business & Law Examination, in addition to the trade examination. If you elect to take the Business & Law Exam, you must obtain a passing score of 75% or higher.

If you have further questions regarding the examination, you may contact the Testing Companies Directly. Below are the testing companies approved by Putnam County:

- Thompson Prometric (Technical and Business & Law Exam) - 1-800-280-3926
- Gainesville Independent Testing Company LLC (Technical and Business & Law Exam) – (352)369-4487
- AAA Construction School (Business Exemption Course) – 1-800-741-7277

Below are the License Categories regulated by Putnam County

Class I Contractors (Those that are required to register with the state):

GENERAL CONTRACTOR	ELECTRICAL
BUILDING CONTRACTOR	ROOFING
RESIDENTIAL CONTRACTOR	SWIMMING POOL
PLUMBING	ALUMINUM STRUCTURE
NATURAL GAS	SOLAR
AIR CONDITIONING (Class A and Class B)	SHEET METAL
MECHANICAL	SIGN
UNDERGROUND UTILITIES	ALARM

Class II Contractors (Are not required to register with the State):

ABOVE GROUND POOL INSTALLER	ALUMINUM SPECIALTY CONTRACTOR
BUILDING MAINTENANCE	CARPENTRY
CARPENTRY FINISH	CONCRETE FORMING & PLACING
DEMOLITION	DRYWALL CONTRACTOR
DRYWALL, PLASTER & LATHING	GARAGE DOOR INSTALLATION
GLASS & GLAZING	INSULATION
IRRIGATION/SPRINKLER	MARINE CONSTRUCTION
MASONRY/CONCRETE	MASONRY CONTRACTOR
PLASTER, LATH & STUCCO	PREFAB BUILDING INSTALLER
RESIDENTIAL FIREPLACE INSTALLER	STRUCTURAL STEEL/STRUCTURAL FRAMING

Note: Address changes must be promptly supplied. The Building Division accepts no responsibility for undelivered correspondence.



PUTNAM COUNTY PLANNING & DEVELOPMENT SERVICES
 BUILDING DIVISION
 APPLICATION FOR COUNTY AUTHORIZED CONTRACTOR LICENSE

Trade Examination Type: _____

Business & Law Examination OR Business Exemption Course

Name: _____ **Last Name, First Name MI**

Residence Address: _____ City, State, Zip: _____

Company Name: _____ Company Address: _____ **If applicable**

City, State, Zip: _____ **If applicable** Mailing Address: _____

City, State, Zip: _____ Home Phone: _____

Office Phone: _____ Cell Phone: _____ Fax: _____

DOB _____ FL DL# _____

Are you a citizen of the USA? Yes No Gender: Male Female

Have you ever applied for a Putnam County Authorized Contractors license in this or any other field before?

Yes No If yes, License Category and date applied. _____

Have you within the past (5) five years:

- | | Yes | No | |
|----|--------------------------|--------------------------|--|
| 1. | <input type="checkbox"/> | <input type="checkbox"/> | Been convicted of any felony? |
| 2. | <input type="checkbox"/> | <input type="checkbox"/> | Been adjudged incapacitated? |
| 3. | <input type="checkbox"/> | <input type="checkbox"/> | Declared or found bankrupt? |
| 4. | <input type="checkbox"/> | <input type="checkbox"/> | Refused a fidelity bond? |
| 5. | <input type="checkbox"/> | <input type="checkbox"/> | Been convicted of a violation of Chapter 489 Florida Statutes? |

Have you within the past (5) years had a contractor's license in any state, jurisdiction, or category:

- | | | | |
|----|--------------------------|--------------------------|------------|
| 6. | <input type="checkbox"/> | <input type="checkbox"/> | Suspended? |
| 7. | <input type="checkbox"/> | <input type="checkbox"/> | Revoked? |
| 8. | <input type="checkbox"/> | <input type="checkbox"/> | Refused? |

If you answered yes to any of questions one (1) through eight (8), please provide an explanation (attach supporting documentation, if necessary. Use the reverse side of page if more space is needed).:

Detailed Work History

Please provide detailed work history within the past five (5) years beginning with your most recent employer below:

Employer:	Dates of Employment:	Address:	Phone Number:	Job Title & Duties Performed:

I, Name of Applicant , hereby certify and affirm that the information contained within this application is true and correct. I acknowledge that false information, statements or other information provided or omitted from this application may result in the denial or revocation of my licensure. **I agree to comply with applicable statutes, ordinances and rules or regulations, which exist or may be established regulating construction and business activities within Putnam County and the State of Florida.**

Signature of Applicant: _____

STATE OF FLORIDA

COUNTY OF _____

Sworn to (or affirmed) and subscribed before me this _____ day of _____,

20____, by _____

Who is personally known____

OR

Produced Identification_____.

Type of Identification Produced

Notary Seal

Notary Signature: _____

The non-refundable application fee of \$100.00 and a copy of a Florida Drivers License must accompany this application. Please make checks payable to BOCC.

OFFICE USE ONLY

Processed by: _____ Date: _____

Application Complete? Properly Notarized?

Copy of Florida Drivers License? 3 Affidavits of Work Experience?

Reviewed By: _____ Date: _____

Board Hearing Date: _____

Approved Denied

AFFIDAVIT OF WORK EXPERIENCE

This form is to be completed by the Architect, Engineer, Contractor, Construction Superintendent, Building Code Administrator/Official, Inspector, Property Owner, or knowledgeable observer who has first-hand knowledge of the applicant's duties and responsibilities during the period indicated in this affidavit.

Name of Affiant: _____ Date: _____
Company Name (If Applicable): _____ Phone #: _____
Title: _____
Mailing Address _____ City, State, Zip _____
Name of Applicant: _____ Date: _____
Employer or Company Name: _____ Phone #: _____
Position: _____ Employment Dates: (from to) _____
Company Mailing Address: _____ City, State, Zip: _____

Describe in detail the duties performed by the applicant including any Supervisory experience:

Signature of Affiant: _____

Printed Name: _____

STATE OF FLORIDA

COUNTY OF _____

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Who is personally known _____

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