

**Jackson County Building Services
4979 Healthy Way, Suite B
Marianna, FL 32448
PHONE: 850-482-9802
FAX: 850-718-0029**

**PROCESS OF OBTAINING A JACKSON COUNTY
COMPETENCY CARD**

1. Must complete County Application.
2. Provide three (3) letter of reference from different individuals or firms for whom the applicant has performed services attesting to the timely and satisfactory performance of services or labor, and indicating the nature of the services and labor and the approximate date of performance. **Letter must be notarized and dated within the last 90 Days of application.**
3. Provide two (2) letters from people, firms, or corporations from whom the applicant has purchased materials or supplies on a credit basis. **Letter must be notarized and dated within the last 90 Days of application.**
4. Provide one (1) letter from a person, other than the above, of good standings in his respective community, attesting to his personal familiarity with and knowledge of the applicant's good charter and reputation in the community. **Letter must be notarized and dated within the last 90 Days of application. A telephone number shall also be provided.**
5. Provide passing test scores from approved testing facility or county jurisdiction in the field of work you wish to be licensed in.
6. Provide a copy of your General Liability Insurance and Worker's Comp.
7. Provide a copy of you current State License or complete an application for Contractors Registration with the State of Florida. You will find the State application on the Internet at www.myflorida.com/dbpr then click on Apply for License and follow the online instructions.

****If you already have a Competency Card in another County and you are a Registered Contractor you may omit numbers 2 - 4 and just provide a notarized letter from the Building Official from that County that you are in good standings, dated within 90 Days of application AND a passing test score in the field of work you wish to be licensed in.**

*****As an alternative to the letters required above (2,3,4) you may submit proof that you have obtained a passing grade on the Block and Associates standard examination for the area of construction for which a competency card is sought that has been obtained within the last five years, accompanied by a notarized letter from the Building Official of the County you currently have you license with stating you are in good standings.**

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**APPLICATION FOR JACKSON COUNTY
CONTRACTOR'S COMPETENCY CARD
NEW APPLICANT**

LICENSE # _____ EXPIRATION DATE _____

APPLICANT _____

COMPANY NAME _____

MAILING ADDRESS _____

CITY & STATE _____

TELEPHONE #'S _____ --OFFICE _____ --HOME

_____ --FAX _____ --CELL

DATE OF BIRTH _____ DRIVERS LICENSE # _____

EMAIL ADDRESS _____

RACE _____ SEX _____ (INFO NEEDED FOR CHECK CASHING PURPOSES)

	In County	Out of County	Out of State
<input type="checkbox"/> GENERAL CONTRACTOR	\$150.00	\$250.00	\$350.00
<input type="checkbox"/> BUILDING CONTRACTOR	\$100.00	\$200.00	\$300.00
<input type="checkbox"/> RESIDENTIAL CONTRACTOR	\$100.00	\$200.00	\$300.00
<input type="checkbox"/> MECHANICAL CONTRACTOR	\$100.00	\$200.00	\$300.00
<input type="checkbox"/> PLUMBING CONTRACTOR	\$100.00	\$200.00	\$300.00
<input type="checkbox"/> ROOFING CONTRACTOR	\$100.00	\$200.00	\$300.00
<input type="checkbox"/> POOL CONTRACTOR	\$100.00	\$200.00	\$300.00
<input type="checkbox"/> OTHER _____	\$100.00	\$200.00	\$300.00

SIGNATURE

DATE

****ANNUAL LICENSE RENEWAL ON OR BEFORE DECEMBER 31ST OF EACH YEAR.**

THIS SECTION FOR OFFICE USE ONLY	
ACCEPTED BY: _____	DATE: _____
APPROVED BY: _____	DATE: _____