

Charlotte County Code Section 3-2-6 (a) requires:

“That it shall be unlawful for any person to engage in the business or act in the capacity of a contractor, or advertise as available to engage in the business, or act in the capacity of a contractor, without first obtaining a Certificate of Competency or being duly certified by the state.

FOR THE HOMEOWNER

A LICENSED & INSURED CONTRACTOR MUST:



List their license numbers in all forms of advertisements, business cards, contracts, invoices, and proposals.



Display business name and contractor license number on their vehicle.

WHEN IN DOUBT—CHECK THEM OUT:

Verify contractor license/complaint status licensed by the State by calling 850.487.1395 or via www.MyFloridaLicense.com.

Verify contractor license/complaint status in Charlotte County by calling 941.743.1201 or via www.charlottecountyfl.gov and follow the link for Permitting & Licensing.

If a person advertises that they are licensed and insured in their advertisement but fails to include their contract license number, there is a good chance that they are not properly licensed.

CONTRACTOR LICENSES

Combination of letters and numbers. (Examples are AAA, CGC, CCC, CFC, CAC, RR, and RA)

⇒ COUNTY ISSUED: Contractor license numbers beginning with a “AAA”

⇒ STATE ISSUED: Contractor license numbers beginning with an “R” or “C”

BUSINESS TAX RECEIPT

Numbers only

⇒ NOT A LICENSE: Non-Regulatory Tax

DID YOU KNOW?

- ? If you buy windows or tile from a business, they cannot offer the installation without holding a relevant contractor license. A separate contract must be drawn between the Installer and the homeowner unless the business is qualified/licensed as a contractor.
- ? Applicants for contractor licenses take a trade exam and a business and law exam (with the exception of Jobsite Cleanup and Shed contractors). Financial responsibility is also assessed.
- ? A person that performs contracting without being licensed as a contractor can be charged with a 1st degree misdemeanor for the 1st offense and a 3rd degree felony for any offense after being found guilty of unlicensed contracting.
- ? Contracting without a license during a State of Emergency is a felony in the third degree.
- ? Complaints against unlicensed contractors should be reported to the appropriate licensing agency AND the Sheriff's Office. They are not a civil matter.
- ? Complaints against State Certified Contractors should be filed with the Department of Business & Professional Regulation by calling 850.487.1395 or via www.MyFloridaLicense.com.
- ? Complaints against registered or locally licensed contractors should be filed with the Building Department/Licensing by calling 941.743.1201 or in person at 18400 Murdock Circle, Port Charlotte, FL 33948.
- ? Unlicensed contractors will usually ask you to obtain the permit or will advise you that a permit is not required. If in doubt call 941.743.1201.
- ? Contracts written by unlicensed contractors are unenforceable by law.
- ? Unlicensed contractors cannot LEGALLY file a lien against your property.
- ? A business tax receipt is not a license. It is non regulatory tax by which a local government grants the privilege of engaging in or managing any business, profession or occupation.
- ? A business tax receipt is non-regulatory and can be revoked only if doing business with Cuba, or upon the revocation of a local or State license issued by governmental agencies (examples: Contractor, Physician, Cosmetologist, Realtor).

**Hire
LICENSED
Contractors**

It's Florida law!



Need More Information?

Visit us at:

Charlotte County

Building Construction Services



Online visit:

www.CharlotteCountyFL.gov

Email:

ContractorLicensing@CharlotteCountyFL.gov

Call:

941.743.1201

Fax:

941.764.4907

or

941.764.4905

CHARLOTTE COUNTY
Community Development
Department

Contractor Licensing

*This guide has been developed to assist you in obtaining a **Certificate of Competency (Contractor License)** from Charlotte County.*

Revised: 03/19/2019



Distributed by Charlotte County Government



CONTRACTOR LICENSES CHECK LIST

To obtain a contractor license you are required to submit the following with your application:

- Documentation of related experience** (see table on right for minimum years required).
 - On letterhead stationery from the employer(s).
 - The exact dates of employment.
 - Type of work and duties performed.
 - Notarized.
 - If self employed, include copies of tax returns with P&L statements (can be substituted year for year as required).
- Credit Report** sent directly to this office from the credit bureau on your personal credit & your business credit. (If you are applying to change the company name, you will need a credit report on the old company name also).
- Application Fee** (see table on right for fee required). Please call if you are unsure of the amount due. Fee is non-refundable after the application is reviewed.
- Passport Style Photo** of yourself.
- Valid Identification** with current photo and home address, such as a driver's license.
- Original Certificate of Worker's Compensation Insurance Policy***
 - Must show Charlotte County Building Construction Services Department as the certificate holder.
 - Include the insured's name, company name and address, and the policy number.
 - Certificate must be in the exact name of the business in which you are to qualify and indicate that the qualifier is covered under the policy if this division is not also provided with a workers' compensation exemption for the qualifier.
 - If exempt, include copy of approved worker's compensation exemption from the Department of Financial Services.
- Letters of Reciprocity**
 - Accepted from the county for which the exam was taken, stating exam date, type of exam and grade received (75% or higher is required).
 - Must also include the number of years of experience submitted by the applicant prior to taking the exam. Both trade and business & law exams are required.
 - The exam taken MUST be the same exam Charlotte County offers. **NO SUBSTITUTIONS ARE ALLOWED**
- Copy of Current/Active State Registration License**
 - Required for the following trades: General, Building, Residential Contractor, Master Electrician, Master Plumber, Air Conditioning (A,B,C), Mechanical, Swimming Pool (A,B,C), Roofing, Sheet Metal, Underground Utility, or Solar Energy.
 - If you do not currently hold a state registration for the above categories, once the license has been issued by the county, the applicant **must** register with the Department of Business & Professional Regulations and provide the county a copy of the state registered license **prior to conducting business.**

IN ADDITION:

- If you are applying for a license under a fictitious name**, provide a copy of the fictitious name recording that has been registered with the Secretary of State of Florida. www.sunbiz.org
- If the company is a corporation**, provide a copy of Articles of Incorporation, minutes indicating current officers' names and titles, and a Resolution of Authorization (this states that the applicant is authorized to apply for a license to qualify the corporation). www.sunbiz.org
- If a partnership**, you will need to complete the Partnership Agreement Form.

CONTRACTOR LICENSES OFFERED IN CHARLOTTE COUNTY

License	Required Experience	Fee
Acoustical & Insulation	3 yrs	\$150
Air Conditioning		
Class A (unlimited size)	4 yrs	\$200
Class B (size limits)	4 yrs	\$200
Aluminum	4 yrs	\$200
Asphalt Paving & Coating	3 yrs	\$150
Building Class B	4 yrs	\$250
Building Demolition		
(Non Explosive)	4 yrs	\$150
Carpentry		
Structural	3 yrs	\$150
Cabinet/Trim	3 yrs	\$150
Ceramic Tile, Terrazzo & Marble	3 yrs	\$150
Concrete/Masonry	3 yrs	\$150
Concrete Place & Finish	3 yrs	\$150
Door/Window/Garage Door	3 yrs	\$150
Drywall	3yrs	\$150
Electrical		
Master	6 yrs	\$200
Journeyman	4 yrs	\$50
Fence	3 yrs	\$150
General Class A	4 yrs	\$300
Glass & Glazing	3 yrs	\$150
Grade, Fill & Clearing	3 yrs	\$150
Job Site Cleanup	3 yrs	\$150
Landscaping-Commercial	3 yrs	\$150
Lawn Irrigation	3 yrs	\$150

License	Required Experience	Fee
Marine Construction	3 yrs	\$150
Mechanical	4 yrs	\$200
Painting	3 yrs	\$150
Pile Driving	3 yrs	\$150
Plaster, Stucco & Spraycrete	3 yrs	\$150
Plumbing		
Master	6 yrs	\$200
Journeyman	4 yrs	\$50
Residential Class C	4 yrs	\$200
Roofing	4 yrs	\$200
Sign		
Electrical	3 yrs	\$150
Non-Electrical	3 yrs	\$150
Structural Steel	3 yrs	\$150
Swimming Pool/Spa, Water Treatment & Cleaning	3 yrs	\$150
Swimming Pool/Spa	4 yrs	\$200
Class A-Commercial	4 yrs	\$200
Class B-Residential	4 yrs	\$200
Class C-Maint/Repair		
Underground Utility	4 yrs	\$200

*****Exams are required for all licenses EXCEPT Job Site Cleanup*****

LICENSES OFFERED THROUGH THE STATE:

- Alarm System I
- Alarm System II
- Bldg. Moving/ Demolition/Explosive
- Elevator Installation
- Fire Extinguisher-Dry
- Fire Sprinkler System
- Fire Suppression System
- Liquid Petroleum Gas
- Mobile Home Dealers & Manufacturers
- Mobile Home Set Up
- Septic Tank (through Environmental Health)
- Solar Systems
- Specialty (Drywall, Specialty Structure, etc)
- Pollutant Storage

Department of Business and Professional Regulation
 1940 North Monroe Street
 Tallahassee, FL 32399-1027
 850.487.1395



Miscellaneous Licenses
Well Drill (Issued through SWFWMD)

Local Business Tax Receipt Information

After approval and prior to issuance of your Certificate of Competency, you **must** obtain a **Local Business Tax Receipt**.

To obtain the Local Business Tax Receipt contact:
Charlotte County Tax Collector
18500 Murdock Circle, Port Charlotte, FL.
941.743.1350
www.cctaxcol.com

Reciprocal Local Business Tax receipts for State Registered or Certified Contractors are accepted.