

Contractor Licensing Guide

Before advertising or performing contracting work in Charlotte County, you must be properly licensed. Contractors are required to obtain either a Certificate of Competency or a State Certification to ensure all work meets local and state standards.

This guide outlines the steps to apply for a local contractor license, the documents you'll need, and additional requirements to maintain your license.

Under Charlotte County Code Section 3-2-6(a), it is unlawful for anyone to engage in contracting work or advertise as a contractor without first obtaining the required certificate or state certification.

How to Obtain a Local Contractor License in Charlotte County

If you're applying or registering for a local contractor license in Charlotte County, use this guide to help you through the process. Follow the checklist below to make sure your application is complete.

1. Proof of Experience

Submit documentation showing the required years of related experience. Documentation must:

- Be on employer letterhead
- Include exact dates of employment
- Describe the type of work and duties performed
- Be notarized
- If self-employed, provide tax returns and Profit and Loss statements, which can be accepted in place of employer letters on a year-for-year basis

2. Credit Reports

- Personal and business credit reports must be sent directly from the credit bureau to Charlotte County Community Development
- If applying under a new business name, a credit report for the previous business is also required

3. Application Fee

- Refer to the fee table in "Licenses Offered" on the flip side
- Fees are non-refundable once the application is reviewed
- Make checks payable to Charlotte County Board of County Commissioners
- For questions about the fee, call 941.743.1201 (option 5 for Licensing)

4. Photo Identification

- Submit a recent color passport-style photo
- Provide a valid photo identification with your current home address

5. Insurance Requirements

Workers Compensation

- Provide one of the following:
 - Original certificate of workers compensation insurance showing Charlotte County Community Development as certificate holder, the insured's name, company name, address, policy number, and that the qualifier is covered
 - Approved exemption form from the Florida Department of Financial Services

General Liability Insurance

- Required limits: 300,000 dollars for bodily injury and 50,000 dollars for property damage, or 300,000 dollars combined single limit
- Charlotte County Community Development must be listed as certificate holder
- Certificate must include insured's name, company name, address, and policy or binder number
- Insurance is required once the application is approved and must match the exact business name on the license

6. State Registered License for Certain Trades

- Provide a copy of your current state registration if applying for:
 - General, Building, or Residential Contractor
 - Master Electrician or Master Plumber
 - Air Conditioning Class A, B, or C, Mechanical, Roofing
 - Swimming Pool or Spa Class A, B, or C, Sheet Metal, Underground Utility, Solar Energy
- If you do not hold a state registration, you must register with the Florida Department of Business and Professional Regulation: www.myfloridalicense.com

A copy of your state license must be submitted to Charlotte County before starting work.

Reciprocity Applicants

Charlotte County may accept exam results from another Florida jurisdiction if:

- You passed with a score of 75% or higher
- You provide documentation showing:
 - Exam type and date
 - Score received
 - Number of years of experience submitted before the exam
- Trade and Business & Law exams must match Charlotte County's standards
 - **No substitutions for exams are allowed.**

Local Business Tax Receipt (BTR)

Before receiving your Certificate of Competency, you must obtain a Local Business Tax Receipt (BTR) from the Charlotte County Tax Collector – 18500 Murdock Circle, Room 241, Port Charlotte, FL. They can be reached at 941.743.1350 or www.TaxCollector.CharlotteCountyFL.gov.

Already have a BTR from another Florida county? If you're state-certified or registered, a reciprocal BTR may be accepted.

Additional Requirements (If Applicable)

Fictitious Name

- If applying under a fictitious business name, submit a copy of your registration from the Florida Secretary of State: www.sunbiz.org

Corporations

- Submit the following:
 - Articles of Incorporation
 - Meeting minutes listing current officers and their titles
 - Resolution of Authorization (stating the applicant is authorized to apply on behalf of the corporation)

Partnerships

- Complete and submit a Partnership Agreement Form

Licenses Offered in Charlotte County

License	Required Experience	Fee
Air Conditioning Class A (unlimited size) Class B (size limits)	4 years	\$200
Aluminum (structural/screen)	4 years	\$200
Building Class B	4 years	\$250
Building Demolition (non-explosive)	4 years	\$150
Carpentry Structural	3 years	\$150
Concrete/Masonry	3 years	\$150
Door / Window / Garage Door	3 years	\$150
Drywall	3 years	\$150
Electrical Master Journeyman	6 years 4 years	\$200 \$50
General Class A	4 years	\$300
Glass & Glazing	3 years	\$150
Lawn Irrigation	3 years	\$150
Marine Construction	3 years	\$150
Mechanical	4 years	\$200
Plaster, Stucco, Spraycrete	3 years	\$150
Plumbing Master Journeyman	6 years 4 years	\$200 \$50
Residential Class C	4 years	\$200
Roofing	4 years	\$200
Sign Electrical	3 years	\$150
Swimming Pool/Spa Class A – Commercial Class B – Residential Class C – Maintenance/Repair	4 years	\$200
Underground Utility	4 years	\$200