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.

**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 a 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).

**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, CCG, 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

**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

**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
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 stationary 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 business credit.

- Application Form.

- 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](http://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](http://www.sunbiz.org)

- If a partnership, you will need to complete the Partnership Agreement Form.

### Contractor Licenses Offered in Charlotte County

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

### License Fees

- 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 | Class A-Commercial | 4 yrs | $200 |
| | Class B-Residential | 4 yrs | $200 |
| | Class C-Maint/Repair | 4 yrs | $200 |
- 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 & Mfrs
- Mobile Home Set Up
- Septic Tank (through Environmental Health)
- Solar Systems
- Specialty (Drywall, Specialty Structure, etc)
- Pollutant Storage

### 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.