



## MONROE COUNTY BUILDING DEPARTMENT

Middle Keys/Main Office: 2798 Overseas Highway, Suite 300, Marathon, FL 33050 (305) 289-2583

Lower Keys Office: 5503 College Road, Suite 203, Key West, FL 33040 (305) 292-4493

[contractor-license@monroecounty-fl.gov](mailto:contractor-license@monroecounty-fl.gov)

### NEW CERTIFICATE OF COMPETENCY INSTRUCTIONS

The purpose of this application is to apply for a Monroe County Certificate of Competency by examination pursuant to MCC Sec 6-237. This application encompasses all Construction Trades categories. Please read instructions thoroughly prior to completing your application and make photocopies for your records, if desired. Be certain that the application is completely filled out; that all questions are answered truthfully, and that all information requested is furnished. If your application is incomplete, it may be returned, delaying the approval and licensing process.

Monroe County requires that *all* applicants, with the exception masters, take the administrative examination, and when required, the respective Trade examination.

**MASTERS ARE NOT CONTRACTORS.** Anyone holding a master (electrical, mechanical, or plumbing) certificate of competency **only** needs to take the administrative examination if they wish to act in the capacity of a contractor. If the administrative examination is not taken, the applicant is **PROHIBITED** from contracting, and the applicant shall only perform work in their trade while under the supervision and direction of a licensed contractor of same category.

Monroe County certificate of competency holders are limited to certain local jurisdictions and only allowed to work in a county or municipality with which the county has a reciprocal agreement.

**NOTICE:** Contracting shall only be done under the qualified business name. This license does not belong to a Company and may not be renewed or used by another individual or company other than the license holder named herein for any construction purposes.

***\*\*A Certificate of Competency is Non-transferable\*\****

**Applicant must have a minimum of 2-years of field experience for their desired trade/discipline and pass the Administrative Examination for the following categories:**

Acoustical Ceiling  
Aluminum, Vinyl, and Plastic  
Asphalt Seal and Coating  
Cabinet & Millwork  
Drilling Auger  
Fence Erector  
Flooring - All types of floors including carpet, except cementitious products, marble, or terrazzo  
Garage Door Opener/Installation  
Insulating  
Masonry Specialty (includes brick pavers)  
Painting & Decorating  
Pavement Painting Only  
Plastering/Stucco  
Sign Painting  
Solar Window Tinting  
Steel Reinforcing and Iron  
Tile, Terrazzo and Marble (includes brick pavers)  
Thatched Roofing – Non-structural  
Waterproofing and Roof Painting

**Applicant must have the minimum field experience for their desired trade / discipline as indicated below and pass the administrative and technical examination.**

\*Certificate of competencies with one asterisk (\*) at the end of each trade requires registration with Department of Business and Professional Regulation Construction Industry Licensing Board or the Electrical Construction Industry Board (DBPR) within 30 days after obtaining a certificate of competency *prior* to conducting business in the state pursuant to F.S. 489.117 or F.S. 489.513.

\*\*\*Certificate of competencies with three asterisks (\*\*\*) at the end of each trade need not take the administrative examination. Masters are **NOT** contractors, and therefore, are prohibited from contracting, and shall only perform work in their trade while under the supervision and direction of a licensed contractor of same category/discipline.

Building Contractor*	5 Years
Burglar Alarm Contractor*	2 Years
Class A Air Conditioning*	6 Years
Class B Air Conditioning*	6 Years
Drywall Contractor	2 Years
Electrical Contractor*	6 Years
Excavating & Grading Engineering Class II (a)	3 Years
General Contractor*	6 Years
Glazing Contractor	2 Years
Hydraulic Dredging Engineering Class II (b)	3 Years
Lawn Sprinkler Contractor	2 Years
Master Electrical***	6 Years
Master Mechanical***	6 Years
Master Plumbing***	6 Years
Mechanical Contractor*	6 Years
Paving Engineering Class II (d)	3 Years
Pile Driving and Foundation Engineering Class II (e)	3 Years
Plumbing Contractor*	6 Years
Residential Contractor*	4 Years
Roofing Contractor*	4 Years
Seawall & Small Dock (Marine Const.) Eng. Class II (c)	3 Years
Sign Erection Contractor, Non-electrical	2 Years
Solar Products Contractor	2 Years
Structural Steel Erection Contractor	5 Years
Unlimited Swimming Pool Contractor *(commercial/residential)	2 Years

**CODES IN EFFECT AS OF 1/17/2024:**

Florida Building Code, 2023 8th Edition

National Electrical Code, 2017

Florida Fire Prevention Code, 2023 8th Edition

## APPLICATION REQUIREMENTS

1. Complete the Online [Contractor Construction Trades Application](#); **One** trade per application.  
Contractor online forms: [Contractor Information, Forms & Applications | Monroe County, FL - Official Website \(monroecounty-fl.gov\)](#)
2. Legible color copy of a valid driver's license or some other form of valid government approved identification.
3. Résumé must be submitted and it must account with years of employment and correspond with Affidavit of Trade Experience.
4. **Affidavit of Trade Experience**. This form must be furnished to substantiate the minimum experience required in the category for which the applicant is applying, and it is to be completed by past or present employer(s), or sub-contractors licensed in the appropriate construction service field verifying that applicant has the necessary experience in the area covered by the certificate of competency applicant is seeking. Proof of licensure by other jurisdictions, without additional experience verification, will not satisfy this requirement. Self-verifications alone are not accepted.  
\*Copy of contractors license corresponding to each Affidavit of Trade Experience submitted, must be provided.
5. OR; W-2s verifying employment in the trade/company, which must correspond with the Affidavit of Trade Experience form and résumé. **NOTE:** *If your W-2s are from a staff leasing or payroll company, please provide additional documentation verifying that the staff leasing company administers payroll functions for the company you were or are presently employed.*  
*Example: A letter from the leasing company on letterhead stating that you were/are employed by said company and that they provide payroll services for said company.*
6. **COMPLETED ONLINE APPLICATION AND SUPPORTING MATERIAL MUST BE APPROVED BY THE 15<sup>TH</sup> OF PREVIOUS MONTH TO THE NEXT AVAILABLE CEB MEETING.**
7. In-complete online applications will not be accepted delaying the review and approval process.
8. **YOUR ATTENDANCE AT THE MEETING IS RECOMMENDED** , However, some applicants are not required to attend for the review process. Zoom/ webinar is also available at most meetings.
9. Once your application is reviewed, you will be notified in writing by e-mail or by mail of approval or denial detailing the reason(s) for denial and corrective action that may be taken. Please allow up to **(5) working days** after the meeting for your status. **PLEASE DO NOT CONTACT THE LICENSING OFFICE.**  
\*If you wish to appeal the decision of the board, you may request a hearing in writing. The date your appeal is received will determine the date you will be scheduled to appear before the board.
10. If you are approved, you will need to take the required examination(s) for your particular trade. Please refer to the first and second pages of this handout to locate your category and type of exam(s) you will need to take.
11. Pursuant to MCC Sec 6-237.(a)(1), an applicant has **two years** from the date the application is approved by the CEB to pass and obtain licensure. Otherwise, a new application packet will have to be re-submitted for approval and re-testing provided the code does not change.
12. Monroe County will provide additional information for the approved testing vendor, once you are approved to test. The examination(s) is/are given through our outside-approved vendor Gainesville Independent Testing Services, LLC (**GITS, LLC**).
13. Monroe County considers a 70% or higher as a passing grade at this time.
14. Examination Administrative fees will be requested once approval by the CEB Board has been attained.  
Fees: \$100.00 Business Procedures and \$155.00 for Technical Exam (when required per Trade)

**APPROVED EXAMINATION VENDOR**  
**GITS, LLC**

1. Once approved by the CEB Board we shall contact applicant via email. Once payment is received in our office, we will send the testing vendor an e-mail authorizing you to test. You will then be contacted directly by GITS,LLC. It will be the applicant's responsibility to schedule a testing date in accordance with their testing schedule.
2. GITS offers testing sites at various cities around the state including a testing location in the Keys. Some test are now available remotely.
3. To obtain Examination Information Sheets (EIS) for your discipline, go to GITS,LLC link (listed above), "Examination, Information Sheets, Download EIS tab, Click on the tab **Monroe** County to take you directly to all EIS Informational Forms.
4. Computer Based Testing and Spanish Business Procedures examinations are available. Please contact GITS at 1-800-997-2129.
5. **There are additional fees** that GITS will charge for the exam(s) you will need to take. These fees will vary depending on the license type. You may inquire about the fees that will apply to you by calling GITS at 1-800-997-2129, or by visiting their website at [www.gitsllc.org](http://www.gitsllc.org). This fee is paid directly to GITS. (Proctoring Fees may apply in some areas)
6. Online practice exams may be available for certain disciplines. Please contact GITS at 1-800-997-2129. |
7. Test center regulations information available at [www.gitsllc.org](http://www.gitsllc.org).
8. ADA accommodations available through GITS by calling 1-800-997-2129.

**9. MONROE COUNTY CERTIFICATE OF COMPETENCY CONTRACTOR LICENSURE FEE SCHEDULE**

Pursuant to **MCC 6-240 - Fees**, application, examination, certification, and renewal fees are as follows:

General contractor .....\$200.00

Building contractor .....\$150.00

Residential contractor .....\$150.00

Engineering contractor .....\$200.00

Engineering contractor II .....\$150.00

Engineering contractor III .....\$150.00

Mechanical, plumbing and electrical contractors .....\$150.00

All other contractors, including specialty contractors .....\$150.00

Master (plumbing, electrical and mechanical) .....\$100.00

Journeyman (plumbing, electrical and mechanical) .....\$70.00

Apprentice .....\$30.00

**Examination fees:**

Business and law exam .....\$100.00

All hour technical exams .....\$155.00

**Renewal reinstatement request application .....\$200.00**

**ABOVE FEES ARE PRO-RATED FOR FOLLOWING PERIODS:**

October 2 of the Odd Year to April 1 of the Even Year

April 2 of the Even Year to October 1 of the Even Year

October 2 of the Even Year to April 1 of the Odd Year

April 2 of the Odd Year to October 1 of the Odd Year

**REDUCED INITIAL FEE BY:**

0%

25%

50%

75%