



MONROE COUNTY BUILDING DEPARTMENT

Middle Keys/Main Office: 2798 Overseas Highway, Marathon, FL33050 (305) 289-2583

Upper Keys Office: 102050 Overseas Highway, Key Largo, FL 33070 (305) 453-8800

Lower Keys Office: 5503 College Road, Key West, FL 33040 (305) 295-3990

RECIPROCITY APPLICATION CHECKLIST

Pursuant to Ordinance No. 013-193, Monroe County will provide reciprocity to contractors licensed by counties, which have entered into a reciprocity agreement with Monroe County. The terms of the agreement with the municipality or county by which you are licensed, along with local and state laws govern the issuance of reciprocal certificates of competency.

All completed applications must be received **25 days prior** to the next scheduled Contractors' Examining board meeting date. The date your application is received will determine the date that your application will be reviewed by the Contractors' Examining Board (CEB).

1. Completed Construction Trades application: [Construction Trades Application](#)
2. A copy of the certificate of competency issued by the sponsoring reciprocal Municipality or County.
3. One (1) clear, recent, close-up picture of applicant (Maximum 2" x 2" – Passport Style);
4. Legible color copy of a valid driver's license or some other form of valid government approved identification.
5. Copy of State Registration for contractors registered with DBPR pursuant to F.S. 489.117(1)(a), Part I, Construction Contracting, or F.S. 489.513, Part II, Electrical and Alarm System, if applicable:
 - a) Part I Contractors need to register their Monroe County Certificate of Competency with the State of Florida (DBPR) Construction Industry Licensing Board before engaging in business as a contractor and within 30 days of obtaining such certificate pursuant to F.S. 489.117
 - b) Part II Contractors need to "Add" their Monroe County Certificate of Competency with the State of Florida (DBPR) Electrical Contractors Licensing Board before engaging in the business as a contractor pursuant to F.S. 489.513.
6. Applicant must make arrangements with the reciprocal Municipality or County in Florida that sponsored his/her **original** Block & Associates or its equivalent examination(s) to mail us an **original reciprocity letter** verifying **1)** the requirement criteria for issuing applicant's certificate of competency; **2)** the name of the agency that administered, proctored and graded the examination(s); **3)** the type of examination(s), verifying that you obtained **at least 70%**, and whether the applicant has ever been charged with any violations of state or local construction licensing and/or permitting laws and any disciplinary actions that may have resulted as an outcome of those charges; and **(4)** copies of reference letter(s) substantiating work experience in the desired discipline.
7. Proof (Detail by Entity Name page) that company is currently ACTIVE with the State of Florida Division of Corporations (*obtained from Sunbiz.org*);
8. Current-issued Certificate of Insurance from an insurance company authorized to do business in the State of Florida for the applicable respective category/discipline amount per: F.S. 489, Pt. I & II, for Public Liability Insurance: **Monroe County Building Dept. to be listed as Certificate Holder.**
9. Current-issued Certificate of Insurance from an insurance company authorized to do business in the state for Workers' Compensation insurance and/or executed workers' compensation exemption card from the Bureau of Workers' Compensation Office in the licensee's respective license category / discipline. F.S. 440.

If you wish to act as the qualifying agent for a business that you are NOT an officer/managing member/ member of, in addition to the above requirements, you must submit the completed Acting Qualifying Agent Authorization Form: [Acting Qualifying Agent Form](#)

