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**CERTIFICATE OF COMPETENCY
BY EXAMINATION
REQUIREMENTS**

Office of Planning and Development

Building Division

330 W. Church St.

Bartow, Florida 33831-9005

863-534-6080

Fax 863-534-5922

contractorlicensing@polk-county.net

1. Be at least 18 years of age;
2. Submit three (3) letters of recommendation vouching for the applicant's reputation as to honesty, integrity and good moral character, from building material suppliers, subcontractors, contractors, reputable business or professional people-not related by blood or marriage to the applicant-residing in Polk County, Florida or in the county of the applicant's last business venture or residence;
3. Complete and submit the attached application, signed and notarized;
4. Provide a credit report by a credit bureau per Polk County Ordinance 92-03;
5. Submit a listing of actual work experience and education in the applicable category;
6. Submit cash, check, money order or credit card for application fee of \$25.00;
7. Meet the eligibility requirements according to one of the following criteria:
 - a) submit a sworn statement verifying at least four years of active experience in the applicable trade category, however at least one year shall be as a journeymen or foreman; (Pursuant to Contractor Licensing Board policy established 04/14/05, a sworn statement verifying experience must be signed by a Florida licensed contractor, an architect or engineer, or a licensed building official)
 - b) possess a four year degree from an accredited college in the appropriate field of engineering, architecture, or building construction and submit proof of at least one year of active experience in the applicable trade category; (applicable categories only)
 - c) submit proof of a combination of active work experience, and credit hours from an accredited college for accredited college level courses in the appropriate field of engineering, architecture, or building construction which is satisfactory to the Contractor Licensing Board. (applicable categories only)
8. Applicants for a Class A, General; Class B, Building, or Class C, Residential competency card must submit proof of active experience in four or more of the following areas:

a) foundations / slabs	e) structural wood framing
b) masonry walls	f) column erection
c) trusses	g) form work for reinforced structural
d) steel erection	h) plan reading and estimating
9. In addition, applicants for a Class A general contractor must submit proof of at least one year active experience as a supervisor or foreman in the construction of structures not fewer than 4 stories in height. Applicants for a Class B building contractor must submit proof of at least one year active experience in the construction of commercial structures.