

WHAT YOU NEED TO BECOME LICENSED WITH OKALOOSA COUNTY DEPT OF GROWTH MANAGEMENT IF YOU ARE

*****SPECIALTY CONTRACTOR*****

IF YOU “**GRANDFATHERED IN**” WITH **ANOTHER COUNTY**, WE **CANNOT** ACCEPT YOUR LICENSE IN THIS COUNTY UNLESS YOU TAKE AND PASS THE AN APPROVED TESTING AGENCY EXAM.

IF YOU TOOK THE **TRADE AND BUSINESS & LAW EXAMS** IN ANOTHER COUNTY THAT WE HAVE A RECIPROCAL AGREEMENT WITH, THE FOLLOWING ITEMS ARE REQUIRED:

- A. ____ You must contact sponsoring county and request that they mail a reciprocal letter to us stating all the particulars of the examinations. (Must be prepared, proctored, and graded by an approved testing agency, your grade (75% is passing), applicant number, which trade, etc. must be listed. **We will accept fax, emailed and mailed copy from county.**

**** BOTH LETTERS MUST SHOW INFORMATION FOR TRADE AND BUSINESS & LAW EXAMS. ****

ONCE THE RECIPROCAL AGREEMENT PROCESS IS COMPLETE THE FOLLOWING ITEMS ARE REQUIRED:

1. ____ COPY OF YOUR CURRENT OKALOOSA COUNTY BUSINESS TAX RECEIPT (formally occupational license)
2. ____ GENERAL LIABILITY INSURANCE CERTIFICATE (See Insurance Guidelines for specifics)
3. ____ WORKER’S COMPENSATION INSURANCE CERTIFICATE (See Insurance Guidelines for specifics)

OR

IF YOU **DO NOT** HAVE EMPLOYEES, WE WILL ACCEPT YOUR WORKER’S COMPENSATION EXEMPTION CARD (If you have partners or officers who have worker’s compensation exemption (Limit 3), please submit a copy of their exemption cards & your company partnership agreement or corporate papers.)

4. ____ LETTER OF AUTHORIZATION. If you are allowing employees, partners, or officers to purchase permits or call for inspections on your behalf you must complete form, have it **notarized**, and will be accepted by fax, email or mailed to us.
5. ____ OKALOOSA COUNTY APPLICATION FORM.
6. ____ ACKNOWLEDGEMENT OF COMPLIANCE AFFIDAVIT SIGNED AND NOTARIZED.
7. ____ OKALOOSA COUNTY COMPETENCY CARD FEE. Please contact our office for the required fee.
Make checks payable to Okaloosa County Dept. of Growth Management.
8. ____ HOLD HARMLESS AGREEMENT SIGNED, DATED AND WITNESSED.
9. ____ COPY OF YOUR DRIVERS LICENSE.
10. ____ COPY OF ARTICLES OF INCORPORATION. Per Florida Statute 607 & 608 all corporations or limited liability companies must have **active** Articles of Incorporation in order to transact business within the State of Florida.

****VERY IMPORTANT—ALL PAPERWORK MUST RECORD YOUR COMPANY NAME EXACTLY AS IT APPEARS ON FICTICIOUS NAME REGISTRATION OR ARTICLES OF ORGANIZATION/CORPORATION. ****

This checklist as well as the forms needed is also available on the Growth Management website under licensing at www.myokaloosa.com

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