APPLICATION FEES

JOURNEYMAN ........................................................................................................ $ 50.00
MASTER....................................................................................................................... $ 315.00
BUILDING/BUILDING SPECILATIES................................................................. $ 315.00

MAKE CHECK PAYABLE TO MIAMI-DADE COUNTY

Refunds may be granted under specific circumstances and in those cases, there will be a non-refundable processing fee of $80. Refund requests must be made in writing no later than 180 calendar days from the exam approved date. Original receipt must be presented for a refund.

APPLICATION SUBMITTAL

Return this application and all supporting documents by mail or hand deliver to the Miami-Dade County Department of Regulatory and Economic Resources, Contractor Licensing, 11805 S.W. 26 Street, Room 207, Miami, FL 33175-2474. If you have questions, please contact one of the following Contractor Licensing staff at (786) 315-2880.

Licensing Representatives
Karen Jackson
Juliet Arvelo
Ronnie Diaz
Melinda Thomas
Julio Coronado
Maxine Canovas

Supervisor
Jose Lezcano

*For Engineering categories, return application and all supporting documents to the Public Works Department at 111 NW 1st Street, Suite 1510, Miami, FL 33128. For further information call (305) 375-2705.

FILING DATE

All Licensing applications must be reviewed and approved by the Construction Trades Qualifying Board. The completed application along with the supporting documents and fee must be received by the Board meeting deadline. A notice will be sent to the applicant indicating the results of Board and you may also contact us the following Monday after the meeting.
RECIROCITY CATEGORIES

○ MIAMI DADE COUNTY LICENSE

GENERAL CONTRACTOR
BUILDING CONTRACTOR
RESIDENTIAL CONTRACTOR
PLUMBING CONTRACTOR
ELECTRICAL CONTRACTOR
CONCRETE FORMING & PLACING CONTRACTOR
FENCE CONTRACTOR
GLASS & GLAZING CONTRACTOR
GLASS & GLAZING CONTRACTOR
DEMOLITION CONTRACTOR
LATHING & PLASTERING CONTRACTOR
MISCELLANEOUS METALS CONTRACTOR
MISCELLANEOUS METALS CONTRACTOR
ROOFING CONTRACTOR
ROOF DECK CONTRACTOR
SCREEN ENCLOSURE CONTRACTOR
SIGN NON-ELECTRIC CONTRACTOR
STRUCTURAL STEEL ERECTION CONTRACTOR
SWIMMING POOL CONTRACTOR
UNIT MASONRY MARBLE & EXT. VENEER CONTRACTOR
MASTER SWIMMING POOL MAINTENANCE UNLIMITED
MASTER BURGLAR ALARM
MASTER INSULATION
MASTER LOW VOLTAGE
MASTER LAWN SPRINKLER
MASTER REFRIGERATION & AIR CONDITIONING
MASTER REFRIGERATION & AIR CONDITIONING

○ BROWARD COUNTY LICENSE

GENERAL CONTRACTOR CATEGORY
BUILDING CONTRACTOR CATEGORY
RESIDENTIAL CONTRACTOR CATEGORY
PLUMBING CONTRACTOR
ELECTRICAL CONTRACTOR
CONCRETE PLACING & FINISHING CATEGORY
FENCE ERECTION CATEGORY
GLAZING CATEGORY
GLAZING CATEGORY
WINDOW AND DOOR CATEGORY
DEMOLITION CATEGORY
PLASTERING AND STUCCO CATEGORY
MISCELLANEOUS METALS ERECTION CATEGORY
ALUMINUM SPECIALTY STRUCTURE CATEGORY
ROOFING CATEGORY
ROOF DECKS CATEGORY
SCREEN ENCLOSURE CATEGORY
SIGN ERECTION (NON-ELECTRIC) CATEGORY
STRUCTURAL STEEL CATEGORY
COMMERCIAL POOL/SPA CATEGORY (CPC)
MASONRY CATEGORY
SWIMMING POOL/SPA SERVICING CATEGORY
ALARM SYSTEM CONTRACTOR II
INSULATION CONTRACTOR
COMMUNICATION & SOUND SYSTEMS
IRRIGATION SPECIALTY CONTRACTOR
CLASS A AIR CONDITIONING CONTRACTOR
CLASS B AIR CONDITIONING CONTRACTOR

NOTE: LICENSE OR CERTIFICATE BEING RECIPROCATED MUST BE CURRENT AND ACTIVE.

THE BOARD MAY ACCEPT RECIPROCITY FOR ADDITIONAL CATEGORIES NOT LISTED ABOVE FROM ANY FLORIDA COUNTY ON A CASE BY CASE BASES. IN ADDITION TO THE ITEMS LISTED ON THE APPLICATION PLEASE INCLUDE THE SCOPE OF WORK DESCRIPTION FOR THE LICENSE CATEGORY YOU CURRENTLY HOLD.
NOTE: LICENSE OR CERTIFICATE BEING RECIPROCATED MUST BE CURRENT AND ACTIVE.

THE BOARD MAY ACCEPT RECIPROCITY FOR ADDITIONAL CATEGORIES NOT LISTED ABOVE FROM ANY FLORIDA COUNTY ON A CASE BY CASE BASES. IN ADDITION TO THE ITEMS LISTED ON THE APPLICATION PLEASE INCLUDE THE SCOPE OF WORK DESCRIPTION FOR THE LICENSE CATEGORY YOU CURRENTLY HOLD.
RECI PROCITY CATEGORIES

- **MIAMI DADE COUNTY LICENSE**
  - FENCE CONTRACTOR
  - CONCRETE FORMING & PLACING

- **ST. LUCIE COUNTY LICENSE**
  - FENCE CONTRACTOR
  - CONCRETE FORM/PLACE/FINISH

- **MIAMI DADE COUNTY LICENSE**
  - MASTER ELECTRICAL CONTRACTOR

- **POLK COUNTY LICENSE**
  - ELECTRICAL CONTRACTOR

**NOTE:** LICENSE OR CERTIFICATE BEING RECIPROCATED MUST BE CURRENT AND ACTIVE.

THE BOARD MAY ACCEPT RECIPROCITY FOR ADDITIONAL CATEGORIES NOT LISTED ABOVE FROM ANY FLORIDA COUNTY ON A CASE BY CASE BASES. IN ADDITION TO THE ITEMS LISTED ON THE APPLICATION PLEASE INCLUDE THE SCOPE OF WORK DESCRIPTION FOR THE LICENSE CATEGORY YOU CURRENTLY HOLD.
Construction Trades Qualifying Board
DEPARTMENT OF REGULATORY AND ECONOMIC RESOURCES
11805 S.W. 26th Street, Room 207
Miami, FL 33175-2474

SECTION A: to be filled out by the individual that is filing for a PERSONAL CERTIFICATION

PLEASE TYPE OR PRINT (must be legible). An answer must be provided for each question. If a question does not apply indicate “N/A”.

Trade category applying for ________________________________

From what County are you reciprocating? ______________________

1. Name ____________________________________________
   Last 4 digits of SS# __________________

   Phone: Home ____________________ Work ____________________ Pager or Cellular ____________________
   Fax: ______________________________ Email Address: ____________________________________________

   Address ______________________________________  City __________________ State __________ Zip Code _____________
   Driver’s License No. __________________________ Place of Birth _______________________ Date of Birth __________ Age _____

Include copy of Driver’s License

2. Number of years working in trade applied for: ____________ Yrs. as a Trainee: ____________ Yrs. as Journeyman: ____________

3. If applying for a MASTER examination and the prerequisite is a Miami-Dade County Journeyman certification, when did you pass the Journeyman examination? __________________________

4. Have you previously taken an examination in Miami-Dade County in the category you are now applying for? Yes _____ No _____
   If Yes, when? ____________________________________________________________

5. Were you previously denied in Miami-Dade County to take an examination? If yes, in which category and for which exam date?
   Category ______________________________ Exam date ______________________________

6. As a condition of this application, you will be responsible for becoming familiar with and abiding by the requirements of Chapter 10 of the Code of Miami-Dade County. Have you read Chapter 10 of the Code of Miami-Dade County? Yes _____ No _____

7. Do you hold a certificate/license in any of the construction trades issued by any county or state board? Yes _____ No _____
   If yes, attach copy.

IMPORTANT NOTE!

Before the Construction Trades Qualifying Board can review your application all trade experience must be documented by letters, W-2 forms, and/or other documentary proof of such experience from all subject employers. It is the applicant’s responsibility to contact employers and obtain from them such documentary proof. In place of the letter, an ‘Affidavit of Experience’ form included with this application can be completed by the employer and provided upon filing the application.

TRADE EXPERIENCE

8. List below your complete trade experience related to the category for which you are applying. Be accurate and detailed since this information will be verified. If additional space is needed please use back of this page.

(BEGIN WITH CURRENT EMPLOYER)

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<tr>
<th>Company</th>
<th>Street</th>
<th>City</th>
<th>State</th>
<th>Zip</th>
<th>License Number</th>
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In what capacity did you work, or what did you do?

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</table>

In what capacity did you work, or what did you do?
EDUCATION

9. Please provide the following information about your educational background.

HIGH SCHOOL ___________________________________________ City ______ State ______ Year ________

If applicable General Education Degree (GED) ___________________________ City ______ State ______ Year ________

VOCATIONAL/TRADE SCHOOL ______________________________________ City ______ State ______ Year ________

COLLEGE ___________________________ City ______ State ______ Year ________

DEGREE TITLE ___________________________ Year Obtained ________

POST GRADUATE ___________________________ City ______ State ______ Year ________

OTHER SCHOOLING (Military Service or other) ___________________________

LIST RELEVANT SCHOOL COURSES TAKEN ___________________________

LICENSURES ___________________________________________

FUTURE BUSINESS INTENT

(Not applicable to Journeyman and Maintenanceman applicants)

10. Do you intend to go into business or to qualify a company? Yes _____ No _____ If yes, please indicate below which type of business you may be interested in applying for:

______ Sole Proprietorship ______ Partnership ______ Corporation/Other Business Entity

If you indicated above intent to later obtain a contractor’s business certificate, the applicable forms will be forwarded to you once your personal certification application has been approved.
RESUME OF APPLICANT’S EXPERIENCE

In order for the CTQB to properly assess your experience in terms of authorized scope of work categories listed in Chapter 10 of the Code of Miami-Dade County, it is required that you complete this resume.

11. PLEASE EXPLAIN IN DETAIL THE WORK YOU HAVE PERFORMED IN THE FIELD IN CONJUNCTION WITH THE CATEGORY IN WHICH YOU ARE REQUESTING TO BE CERTIFIED. IN ADDITION, HIGHLIGHT THOSE JOBS THAT BEST DEMONSTRATE THE SKILLS REQUIRED FOR THE APPLICABLE TRADE.

(ATTACH ADDITIONAL SHEET IF NECESSARY)

I certify that the above described work and experience recorded represents to the best of my knowledge all information relative to the scope of work and category for which I am applying. I further certify that all supporting documentation submitted with this application is true and accurate. I understand that an issuance of a personal certificate does not permit me to act as a contractor in the trade concerned and in order to work in the trade I must be employed by a licensed contractor. I realize that if I do contract without a contractor’s business certificate of competency, I will face the possibility of receiving a fine of up to $5,000 on each count and my personal certificate could be suspended or revoked by the Miami-Dade County Construction Trades Qualifying Board. I understand that refunds may be granted under specific circumstances but will not include a non-refundable process fee of $80.

X_______________________________________
Applicant’s Signature

__________________________
STATE OF _______________________________

___________________________
COUNTY OF _____________________________

The foregoing instrument was acknowledged before me this ____________ day of _________________, 20____, by ________________________________________________________, who is personally known to me or who has produced a _____________________________________________________ as identification and who did / did not take an oath.

_______________________________________
NOTARY PUBLIC
CHECKLIST

Personal Application

☐ Copy of Drivers License

☐ Copy of Social Security Card

☐ Passport Size Photograph

☐ Letter of Reciprocity with Current/Active License

☐ Completed Application(s) Signed & Notarized

☐ Fee(s)

☐ Copy of Current/Active County License

*INCOMPLETE APPLICATIONS WILL BE RETURNED*