

## **CONTRACTOR ENFORCEMENT**

Being licensed indicates that contractors have demonstrated the appropriate minimum knowledge level in that area. The public is safer when licensed contractors are used and unfair business practices are eliminated when there is compliance to licensing requirements.

However, there are consequences if a person decides to remain unlicensed. The Miami-Dade County Building and Neighborhood Compliance Department Contractor Enforcement Section regulates licensed and unlicensed contractors. This unit conducts proactive sweeps of construction sites, commercial vehicle checkpoints, as well as sting operations with local police departments. The aim of these activities is to decrease the number of unlicensed contractors operating in Miami-Dade County. If found guilty of violating Miami-Dade County Chapter 10 or Florida Statute 489 (contracting without a license), a person could be charged with a misdemeanor or a felony depending on the severity of the charge, as well as face civil citations of up to \$5,000 or discipline from the appropriate Board.

## **HOURS OF OPERATION**

Monday through Friday  
7:30 a.m. to 4 p.m.  
Excluding legal holidays

## **VISIT US ONLINE**

Learn the latest about the building codes and product approvals at  
[www.miamidade.gov/building](http://www.miamidade.gov/building)

**Additional construction-related guidelines can be found at:**

**[Buildit.miamidade.gov](http://Buildit.miamidade.gov)**  
Tools for building a better community

## **VISIT US ONLINE**

To view Miami-Dade County Chapter 10 governing local contractor licensing, click on the Miami-Dade County Building and Neighborhood Compliance Department's website at [www.miamidade.gov/building](http://www.miamidade.gov/building) then selecting the Contractor tab.

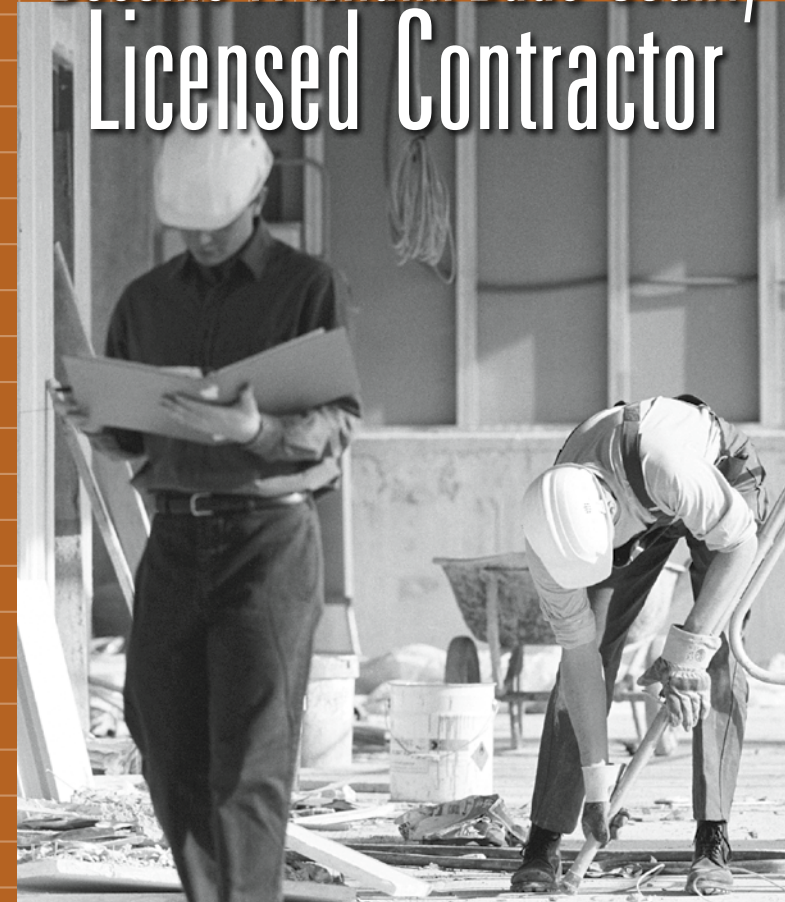


Miami-Dade County provides equal access and equal opportunity in employment and services and does not discriminate on the basis of disability.

"It is the policy of Miami-Dade County to comply with all of the requirements of the Americans with Disabilities Act."

Laying the  
Foundation for  
Contracting  
Success

# Become A Miami-Dade County Licensed Contractor



A public information service of  
**Miami-Dade Building & Neighborhood  
Compliance Department**  
Permitting & Inspection Center  
11805 S.W. 26th Street (Coral Way)  
Miami, Florida 33175-2474 • (786) 315-2000  
Monday-Friday 7:30 a.m.-4:00 p.m.  
Excluding legal holidays

## IMPORTANCE OF LICENSURE

First and most importantly, it is against the law to work in the construction trades without a license. Miami-Dade County Code Chapter 10 and Florida Statute Chapter 489 require that construction contractors be licensed.

Miami-Dade County Code Chapter 10 is the regulatory administrative code that governs locally licensed construction contractors and tradesmen. The Chapter outlines license scopes, testing requirements and conditions for continued licensure. Contractors are to be familiar with the requirements of Chapter 10, which is available online at the Miami-Dade County Building and Neighborhood Compliance Department's website at [www.miamidade.gov/building](http://www.miamidade.gov/building) and selecting the Contractor tab.

The Contractor Licensing Section processes the license applications for the four major categories for tradesman and contractors. The categories include Electrical, Mechanical, Plumbing, Building and Building Specialty licenses. The Building and Neighborhood Compliance Department offers 110 different types of licenses. The department's advisory board, called the Construction Trades Qualifying Board (CTQB), has the authority over the types of licenses and scopes of licenses that are issued.

## ROLE OF CTQB

The Construction Trades Qualifying Board (CTQB) screens applicants for licensing exams and reviews applications for contractor licenses. Members of this Board are authorized to review and resolve complaints against contractors and tradesmen. They may also take disciplinary action against County license holders, including fines and/or suspension of licenses.

The Contractor Licensing Section processes the applications for tradesmen and contractors licensing; administers exams for certificates of competency and eligibility; and forwards for the Board's consideration. Once approved by the Board, licenses are valid for two years and license holders must accrue 16 hours of continuing education courses during those two years in order to renew.

Residents are encouraged to verify if a contractor is licensed, insured or if there are outstanding complaints against the license holder by visiting the Building and Neighborhood Compliance Department's webpage [www.miamidade.gov/building](http://www.miamidade.gov/building) and selecting the Contractor tab. Residents can also call the Contractor Licensing Section at 786-315-2880 or dial 3-1-1 (Miami-Dade County's 3-1-1 Answer Center).

## GENERAL LICENSING CLASSIFICATIONS AND REQUIREMENTS

### MASTER

*(Electrical, Mechanical and Plumbing categories)*

- Requirements include that the applicant has held a CTQB-issued Certificate of Competency as a journeyman for two years and have at least two years prior field experience or at least six years of specialized training or registration as a professional engineer in the discipline concerned.
- The applicant must submit an application to include proof of experience through letters from employers stating the dates of employment and description of work performed and submittal of W-2 tax documents covering the employment period.
- Requires successful passing of an exam with a passing rate of 70 percent or above. The exam is open book and the list of books is provided to you at the time you request an application.
- The license process for the Master license costs \$315.

### JOURNEYMAN

*(Electrical, Mechanical and Plumbing categories)*

- Requires three years of proven field experience in trade or education equivalent or a combination of the two, but not more than one-half consisting of education portion.
- Requires submittal of application to include proof of experience through letters from employers stating the dates of employment and description of work performed and submittal of W-2 tax documents covering the employment period.
- To receive a Journeyman license, the exam must be passed with a score of 75 percent or above. Exam is open book and the list of books is provided at the time you request an application.
- The Journeyman license process costs \$240.

### BUILDING & BUILDING SPECIALTIES

- Requirements for this category include from one to four years of proven field experience in trade. The number of years of experience are dependent on the license being applied for.
- A submittal of an application to include proof of experience through letters from employers stating the dates of employment, description of work performed or submittal of W-2 tax documents covering the employment period.
- Requires successful passing of an examination with a grade of 70 percent or above. The exam is open book and the list of books is provided to you at the time you request an application.
- The price for this license process is \$315.

### NON-TESTED BUILDING SPECIALTIES

- Requirements for this category include from one to three years of proven field experience in trade. The number of years of experience are dependent on the license being applied for.
- A submittal of an application to include proof of experience through letters from employers stating the dates of employment, description of work performed or submittal of W-2 tax documents covering the employment period.
- The price for this license process is \$315.



**Front and back view of Building and Neighborhood Compliance Department license identification card. The card displays the trades which the license holder has been approved to perform.**

## THE EXAM

Some license categories require passing an examination. Exams in each license category are offered once a month and formats vary from a three-hour exam to a six-hour two part exam. The length of the exam depends on its' complexity and is administered by an approved private test provider. Test dates and book lists are provided to applicants as part of the preparation process.