



Construction Trades Qualifying Board

APPLICATION FOR INACTIVE STATUS

APPLICATION FEES

INACTIVE STATUS FEE..... \$ 150.00

**MAKE CHECK PAYABLE TO MIAMI-DADE COUNTY
REFUNDS NOT APPLICABLE FOR INACTIVE STATUS**

APPLICATION SUBMITTAL

Return this application and all supporting documents by mail to the Miami-Dade County Building and Neighborhood Compliance Department, Contractor Licensing, 11805 S.W. 26 Street, Room 207, Miami, FL 33175-2474. You may also hand deliver documents to Contractor Licensing located on the 2nd floor of the same building. If you have questions, please contact one of the following Contractor Licensing staff at (786) 315-2880.

Licensing Clerk
Licensing Clerk
Licensing Clerk
Licensing Clerk
Licensing Clerk
Licensing Clerk
Supervisor

Valease Spann
Lourdes Maytin
Karen Jackson
DaShawn Williams
Rafaela Castellon
Melinda Thomas
Shirley Brown

*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

The completed application along with the supporting documents as required with the fee must be received at least thirty (30) calendar days before the next scheduled CTQB meeting.

CHECKLIST

Personal Application

- Copy of Drivers License**
- Copy of Social Security Card**
- Passport Size Photograph**
- Reference Letter from a Licensed Contractor**
- Completed Application(s) Signed & Notarized**
- Fee(s)**
- Personal Credit Report (Equifax or Experian)**

Business Application

- Articles of Incorporation**
- Completed Application(s) Signed and Notarized**
- Fee(s)**
- Business Credit Report
(Dun & Bradstreet, Experian or TranUnion)**

INCOMPLETE APPLICATIONS WILL BE RETURNED