

CONSTRUCTION INDUSTRY LICENSING BOARD **FREQUENTLY ASKED QUESTIONS AND ANSWERS**

BOARD INFORMATION

1. What are the functions of the Construction Industry Licensing Board?

The Construction Industry Licensing Board regulates construction contractors and their businesses.

2. Does the board have a website?

Yes: <http://www.myflorida.com/dbpr/pro/cilb/index.html>

3. What are the statutes and rules that govern Construction Contractors?

Chapter 489, Part I of the Florida Statutes and Chapter 61G4 of the Florida Administrative Code.

4. When and where is the next board meeting?

The dates and locations are available online at <http://www.myflorida.com/dbpr/pro/cilb/meetings.html>.

5. Where can I obtain a copy of the board meeting agenda or past minutes?

Agendas and minutes are available online at http://www.myflorida.com/dbpr/pro/cilb/meetings_past.html.

LICENSURE INFORMATION

1. There are two types of licensure - registration and certification. How do I determine which license I need?

If you obtain a local, county or city contracting license, you must apply for initial state registration. You may only practice contracting in that county or city, along with any adjoining locales that will accept your registration. If you complete the Florida contractor's examination and apply for initial certification, your licensure will allow you to work throughout the state. You may access both licensure applications and the Florida contractor's examination application online at <http://www.myflorida.com/dbpr/pro/cilb/forms.html>.

2. What contractor categories require state registration or certification?

The following categories require registration or certification: general; building; residential; sheet metal; roofing; air-conditioning; mechanical; swimming pool/spa; plumbing; underground utility and excavation; solar; and pollutant storage.

3. What types of work can I do with each license?

You can obtain a description of each licensure category online at <http://www.myflorida.com/dbpr/pro/cilb/codes.html>.

4. Your website lists some additional licensure categories that are not mentioned in Question 2. Why?

The additional licensure categories are “specialty” licenses. They are voluntary, statewide licenses that you may obtain instead of acquiring a local specialty license. They include: specialty structure (e.g., aluminum enclosures, door and window installation); gypsum drywall; glass and glazing; and marine.

5. Aren't there certain swimming pool specialty licenses that were recently created by the board?

Yes, they include: swimming pool layout, structural, excavation, trim, decking, piping, and finishes categories. Applicants must be at least 18 years of age and of good moral character. The applicant must successfully complete a written or practical examination. A swimming pool contractor who wishes to serve as a practical examiner must register with the Department of Business and Professional Regulation and must complete a board-approved examiner course. The department is in the process of finalizing the technical and transactional processes required for implementation of swimming pool specialty licensure and examiner registration.

6. I don't see the work I do under any of the board's licensure categories. What do I do?

Check your county or city to find out if it offers a local specialty license for the type of work you perform. If it does, you will not have to obtain a state license. However, if your county or city does not offer such a license, and the work you perform creates or modifies a structure, you will most likely require a state residential, building or general contractor's license.

7. What types of work do not require a state license?

Cabinets, countertops, flooring, paint, wallpaper and window treatments are examples of work that do not require state licensure.

8. What are the requirements to become licensed as a registered contractor?

You must provide a copy of your local contractor's license and a copy of your occupational license. You may access the application for an initial registered contractor's license online at <http://www.myflorida.com/dbpr/pro/cilb/forms.html>.

9. What are the requirements to become licensed as a certified contractor?

You must complete the Florida contractor's examination and provide proof of experience in the category for which you wish to become licensed. You may access the application for an initial certified contractor's license and the Florida contractor's examination application online at <http://www.myflorida.com/dbpr/pro/cilb/forms.html>.

10. What experience do I need to become a certified contractor?

You need four years of field experience in the category of licensure you wish to obtain. One of those four years must be supervisory experience. You can also substitute up to three years of college credit hours for experience.

11. Does my college education have to be construction-related?

No, any college credit hours may be applied.

12. Do I have to demonstrate any special experience for a building or general contractor's license?

Yes. You have to demonstrate experience in four of the following seven categories:

- Foundations/Slabs in excess of 20,000 square feet
- Masonry walls
- Steel erection
- Elevated slabs
- Pre-cast concrete structures
- Column erection
- Formwork for structural reinforced concrete

13. Can I upgrade my license to a higher category?

In certain cases, you can upgrade your license. They include the following:

- An active certified Class C air-conditioning contractor is eligible to take the Class B examination after three years of active certification.
- An active certified Class C air-conditioning contractor is eligible to take the Class A examination after four years of active certification.
- An active certified Class B air-conditioning contractor is eligible to take the Class A examination after one year of active certification.
- An active certified pool/spa servicing contractor is eligible to take the residential pool examination after three years of active certification.
- An active certified pool/spa servicing contractor is eligible to take the commercial pool examination after four years of active certification.
- An active certified residential pool contractor is eligible to take the commercial pool examination after one year of active certification.

14. How do I verify my experience?

You must provide signed verification of your experience from a currently licensed, Florida-certified contractor in the category for which you are applying, or in a category that allows him or her to perform or supervise the work for which you are applying. For example, if you are applying to become a roofing contractor, you can provide verification from another roofing contractor, or from a residential, building or general contractor. Additional information regarding this requirement can be found on the Board's website at http://www.myflorida.com/dbpr/pro/cilb/documents/verification_of_experience.pdf.

15. Can anyone else verify my experience?

Yes, a licensed architect, engineer or building official, from anywhere in the United States, can verify your experience.

16. How often are examinations given?

The following examinations are given every other month (six times per year) in February, April, June, August, October and December: General, Building, Residential, Mechanical, Class-A Air Conditioning, Class-B Air Conditioning, Plumbing, Roofing and Underground Utility and Excavation.

The following examinations are given three times per year in February, June and October: Commercial Pool/Spa, Residential Pool/Spa, Pool/Spa Servicing, Sheet Metal, Pollutant Storage, Solar, Gypsum, Specialty Structure, Gas Line, and Glass and Glazing.

The following examinations are given three times per year in April, August and December: Marine Specialty.

Specialty examinations for limited categories are given in September. The dates and locations of the examinations are available online at <http://www.myflorida.com/dbpr/servop/testing/exam.html>.

17. Which examinations are given every month?

Examinations are not given every month; see above question 16.

18. Where are examinations given?

Examinations are given in Tallahassee, Orlando, Tampa and Miami. The dates and locations are available online at <http://www.myflorida.com/dbpr/servop/testing/exam.html>.

19. How long is the examination?

The examination is a two-day examination for residential, building and general contractors, and one day for all others.

20. What type of examination is given?

The examination is open-book. You can access examination information and a detailed list of references, what books are needed and which day of the exam for each category or specialty,

as well as schools and bookstores, online at:

<http://www.myflorida.com/dbpr/servop/testing/ConstructionExamInformation.html>

21. How long after I pass the examinations do I have to apply for Initial Licensure?

You must apply within three years. After three years you must apply to take the examination again.

22. If I fail one or more portions of the examination, do I have to retake all parts?

No. Rule 61G4-16.009, Florida Administrative Code, states, "A candidate shall be required to retake only the tests on which he or she failed to achieve a passing score or failed to appear to take when scheduled." Effective November 3, 2006, a candidate must pass all tests within two years of the first attempt within six attempts.

23. Do I need a Certificate of Authority?

A Certificate of Authority is also known as a "Qualified Business License." If you intend to do business as a corporation, partnership, limited liability company, any business entity other than a sole proprietorship or when you operate as an individual, you must apply to be the "qualifying agent" of the business. The business name will appear on your license, and the business will receive the Certificate of Authority.

24. Do I need insurance?

Active licensees must maintain insurance minimums at all times. General and building contractors must maintain \$300,000 liability insurance and \$50,000 property damage insurance. All other categories must maintain \$100,000 liability and \$25,000 property damage insurance, or in amounts as defined by board rule.

25. Do I need workers' compensation coverage?

Active licensees must maintain workers' compensation coverage or an exemption. If you are going to obtain an exemption, you can still apply for licensure, as long as you indicate that you will obtain the exemption within 30 days of becoming licensed.

26. Do I need to demonstrate minimum net worth?

No, but you must file a credit report and a financial statement, which indicate good credit and a sound financial condition.

27. Do I need a Financially Responsible Officer (FRO) application?

If your company designates a financially responsible officer to take financial responsibility for the company, that individual must complete the FRO application. You may access the FRO application online at <http://www.myflorida.com/dbpr/pro/cilb/forms.html>.

28. Do I need a bond?

All Financially Responsible Officers must have a bond in place to insure financial obligations that may result from construction work. The bond must be payable to the Florida Homeowners'

Construction Recovery Fund. Bonds must be in the amount of \$50,000, for applications received by the Department on or before February 1, 2007; or in the amount of \$100,000, for applications received by the Department after February 1, 2007.

Individuals who are registered as Financially Responsible Officers prior to February 1, 2007, shall only be required to renew their existing \$50,000 bonds, unless the individual submits a new application.

29. How many contractors can qualify a business?

There is no limit.

30. Does a contractor have to own the business he is applying to qualify?

No, however, the contractor must have supervisory authority and must have final approval authority for all of the construction affairs of the business. If the contractor lacks financial responsibility for the company, the company must obtain a Financially Responsible Officer.

31. Do Florida Statutes provide for endorsement of out-of-state licenses?

Yes. You must demonstrate successful completion of a licensing examination that is substantially equivalent to the Florida examination or you must demonstrate that you have an out-of-state license, and that the licensure requirements were substantially equivalent to Florida's current requirements.

32. Is endorsement guaranteed?

No. Endorsement is subject to approval by the Construction Industry Licensing Board. If the board denies your application, your fee is nonrefundable.

APPLYING TO QUALIFY AN ADDITIONAL ENTITY

33. Can I qualify more than one business?

You may qualify two or more businesses. You may access the application to qualify an additional business entity online at <http://www.myflorida.com/dbpr/pro/cilb/forms.html>.

34. What are the requirements for a contractor to qualify more than one business?

In order to qualify an additional business entity, you must present evidence to the Construction Industry Licensing Board of supervisory ability for each business. You will be required to appear at one of the board's monthly meetings.

35. Are Credit Reports required?

Credit reports are required for the qualifying agent and for both businesses. If a business is less than one year old, credit reports are required for all owners holding at least 25 percent ownership. Credit reports must indicate that public records were checked on local, state and federal levels. For a list of acceptable reporting agencies, visit www.MyFloridaLicense.com >

Direct to Our Divisions > Construction Industry > List of CILB Acceptable Credit Reporting Agencies.

36. Is a Financial Statement required?

Each business must provide a financial statement prepared by a certified public accountant (CPA) on the accrual basis only. If the proposed business is less than one year old, you may submit a CPA prepared letter of capitalization.

37. If I am the qualifying agent for a business, can I also contract in my own name?

No, to contract as an individual, you would have to apply to qualify an additional business entity.

38. If I obtain a second license in a different contracting category (for example, I am a general contractor and I wish to obtain a roofing license), can I operate that license under a different business?

No, you would have to apply to qualify an additional business entity.

39. If I no longer wish to qualify a business, can I send the board a letter requesting removal from the company?

No, you must file an application for a change of status from one business entity to another or a change of status from qualifying business to individual status. You may access both applications online at <http://www.myflorida.com/dbpr/pro/cilb/forms.html>.

APPLYING TO QUALIFY A JOINT VENTURE

40. Can I qualify a joint venture with my existing license?

No, you would have to apply to qualify the joint venture just like you would any other business.

41. Can my company form a joint venture with an unlicensed company?

Yes. Again, you would have to apply to qualify the joint venture just like you would any other business.

42. Can the joint venture bid a project prior to my becoming approved as a qualifying agent?

Yes, but the joint venture must obtain approval of the Construction Industry Licensing Board's Executive Director prior to submitting the bid on a construction project. The joint venture must provide the Executive Director a copy of the written joint venture agreement and a statement of authority signed by an officer of each company giving the proposed qualifying agent full authority to conduct the contracting business of the joint venture.

APPLYING FOR LIMITED NONRENEWABLE REGISTRATION

43. If I am licensed in another state, may I come to Florida to build a single project?

You may obtain a limited, nonrenewable registration for a single project. The registration is good for one year. You must appear before the Construction Industry Licensing Board for approval and must be able to demonstrate that the proposed project requires special skills that cannot be obtained by using a Florida licensee.

LOSS OF A QUALIFYING AGENT

44. What happens if my qualifying agent dies?

If your qualifying agent dies, you must notify the Construction Industry Licensing Board office within 30 days, if not immediately. You can request a temporary, nonrenewable license that will allow you to continue any jobs contracted prior to the qualifying agent's death, regardless of whether a permit had already been obtained.

45. What happens if my qualifying agent resigns or I have to fire him?

When a qualifying agent resigns or is fired, the company must obtain another qualifying agent within 60 days. The company can request a temporary, nonrenewable license that will allow it to continue working for up to 60 days to complete any existing contracts.

46. How do I obtain a temporary, nonrenewable license?

You must send a request in writing to the Executive Director of the Construction Industry Licensing Board, 1940 North Monroe Street, Tallahassee, Florida 32399-1039.

47. Do I have to have any qualifications to request a temporary, nonrenewable license?

If the qualifying agent dies, you have to demonstrate that you have personal knowledge of the projects, along with the ability to complete them. If the qualifying agent resigns or is fired, you must indicate that you are an officer or partner of the company, and must state that you will assume all the responsibility of a primary qualifying agent.

48. Is there an expiration date on the temporary, nonrenewable license?

If the qualifying agent dies, the temporary, nonrenewable license is good until all projects are finished. If the qualifying agent resigns or is fired, the temporary, nonrenewable license is good for 60 days and cannot be extended.

49. If I resign from a company or I am fired, what do I do to continue contracting?

You must file a change of status application. You may access the application online at <http://www.myflorida.com/dbpr/pro/cilb/forms.html>.

LICENSE APPLICATION ASSISTANCE

1. How can I obtain assistance on completing my application?

If you have any questions or need assistance completing your application, please contact the department's Customer Contact Center at 850.487.1395.

2. Where do I mail my application?

Department of Business and Professional Regulation
Central Intake Unit
1940 North Monroe Street
Tallahassee, FL 32399-0783

3. What are the fees for Construction applications?

- Certified Contractor's Examination - \$135.00
- Financially Responsible Officer - \$200.00
- Qualified Business License - \$59.00
- Limited Non-renewable Registration - \$309.00
- Initial Licensure for Certified Contractor - \$409.00 if you are applying for initial licensure between May 1 of an even year and August 31 of an odd year. The fee is prorated to \$309.00 if you are applying for initial licensure between September 1 of an odd year and April 30 of an even year.
- Initial Licensure for Registered Contractor - \$309.00 if you are applying for initial licensure between May 1 of an odd year and August 31 of an even year. The fee is prorated to \$209.00 if you are applying for initial licensure between September 1 of an even year and April 30 of an odd year.
- Contractor to change from one business entity to another - \$50.00 for the contractor and \$50.00 for the business
- Contractor to change status from individual to qualifying business - \$50.00 for the contractor and \$59.00 if the business does not already have a qualifying business license
- Contractor to change status from qualifying a business to individual status - \$50.00
- Certified Contractor to qualify an additional business entity - \$209.00 if you are applying for initial licensure between May 1 of an even year and August 31 of an odd year. The fee is prorated to \$109.00 if you are applying for initial licensure between September 1 of an odd year and April 30 of an even year.
- Registered Contractor to qualify an additional business organization - \$309.00 if you are applying for initial licensure between May 1 of an odd year and August 31 of an even year. The fee is prorated to \$209.00 if you are applying for initial licensure between September 1 of an even year and April 30 of an odd year.

RENEWAL INFORMATION

1. Do I have to renew an inactive license?

You must renew your inactive license every two years.

2. When do I renew my qualified business license?

You must renew your qualified business license on August 31 of every odd-numbered year.

3. What does current, active status means?

Your contractor's license is current and you may practice within your scope of work.

4. What does current, inactive status means?

Your contractor's license is current, but you are not actively practicing within the construction profession.

5. What does delinquent, active status means?

Your contractor's license was not renewed by the expiration date. The status of your license before the expiration date was active. You may not practice with this license until the status has been updated.

6. What does delinquent, inactive status means?

Your contractor's license was not renewed by the expiration date. The status of your license before the expiration date was inactive.

7. Can I reactivate my null and void license?

Generally, you must start the licensure process over. If you are certified, you must retake the state contractor's examination. However, the Construction Industry Licensing Board (CILB) has discretion to reinstate the certification of a licensee who failed to renew as a result of illness or undue hardship. The CILB has discretion on a case-by-case basis to determine illness and hardship. Currently, affected licensees must file a petition with the board. There will eventually be an application available. If you are registered and your local contractor's license is still valid, all you have to do is re-register with the department.

8. When I reapply, will I be able to get my old license number back?

If your license is reinstated because of illness or hardship, you may keep the old license number. If the board does not reinstate your license and you reapply, you will receive a new license number, because the old license no longer exists.

9. What are the fees to renew my certified and registered contractor's license?

- Current, active - \$209.00
- Delinquent, active - \$309.00

- Current, inactive - \$59.00
- Delinquent, inactive - \$159.00

10. When do I renew my license?

Certified contractors renew their licenses on August 31 of every even-numbered year. Registered contractors renew their licenses August 31 of every odd-numbered year.

11. What is the application fee for a contractor to reactivate outside of a renewal period?

The fee is \$250.00.

12. What is the fee for a contractor to become inactive outside a renewal period?

The fee is \$50.00.

CONTINUING EDUCATION (CE) REQUIREMENTS

1. What are the CE requirements for license renewal?

All contractors are required, as a part of the 14 hours of continuing education, to have at least one hour in each of the following areas of study: Workplace Safety, Workers' Compensation, Business Practices, Advanced Module Building Code, and Laws and Rules. Additionally General, Building, Residential, Roofing, Specialty Structure, and Glass and Glazing contractors must complete one hour of Wind Mitigation Methodology as part of their required 14-hours. The remaining are classified as general credits.

2. What are the requirements for the Florida Building Code Core Course?

The Core Course is a requirement under Sections 489.115 and 553.841 of the Florida Statutes and the Department of Community Affairs (DCA). Information can be obtained on the DCA website at www.dca.state.fl.us.

3. What is the deadline for the Florida Building Code Core Course?

You have two years from the date of initial licensure to complete the course.

4. I am changing my license status to inactive. Am I required to maintain my continuing education?

No. However, when you reactivate your license, you must show proof of completing 14 hours for each inactive renewal cycle. Included in each of the 14 hours, you must show that you have complied with all requirements for your license type.

5. Can continuing education be completed online?

Yes. There are certain providers who are approved to teach online courses. A list of approved providers can be found online at http://www.myflorida.com/dbpr/servop/testing/documents/ce_prov.pdf. Providers with the "C / I" or "I" designation are approved to offer online courses.

6. When did continuing education become a requirement?

The requirement became effective in the Florida Statutes in December 1993. For registered contractors, the first reporting cycle was 1993-1995. For certified contractors, the first reporting cycle was 1994-1996.

7. When did business practices become a requirement?

Business practices was added as a mandatory hour in 1998 affecting the 1998-2000 renewal cycle for certified contractors and the 1997-1999 renewal cycle for registered contractors.

8. When did the advanced building code module become a requirement?

It became a requirement in September 2005. It began during the 2004-2006 renewal cycle for certified contractors and the 2005-2007 renewal cycle for registered contractors.

9. When did Wind Mitigation Methodologies become a requirement?

It became a requirement in November 2007. It began during the 2006-2008 renewal cycle for certified contractors and the 2007-2009 renewal cycle for registered contractors.

10. When did Laws and Rules become a requirement?

It became a requirement in September 2007. It began during the 2006-2008 renewal cycle for certified contractors and the 2007-2009 renewal cycle for registered contractors. Originally the requirement was 3-hours however as of November 2007 it was changed to 1-hour.

11. How can I check on the number of hours of CE that I have completed?

Simply go to <https://www.myfloridalicense.com/ActivateAccountInstruct.asp?Page=CErequirements.asp&SID=>, to log on or activate your account and verify your completed CE hours. The requirement for providers to report completion of courses was not established until September 1, 2001. Therefore, the only hours tracked are those completed since that date. Licensees should maintain their individual course completion certificates. Online accounts will only reflect hours for the current renewal cycle. Licensees will not be able to view past hours once a renewal cycle has ended and/or the license has been renewed.

PROVIDER AND COURSE REQUIREMENTS

12. Where can I get provider and course applications?

You can download the most current applications at <http://www.myflorida.com/dbpr/pro/cilb/forms.html>. It is critical that you are using the most current versions of all applications you submit to the Department.

13. When does my continuing education providership expire?

Providerships expire May 31 of every odd year.

14. What is the cost of registering as a provider and for having a course approved?

The fee for registering and renewing a providership is \$250.00. The fee for course approval and renewal is \$25.00 per course hour, with a fee cap of \$150.00 per course.

15. How long does it take to get my providership and/or course approved?

The Construction Industry Licensing Board must approve or deny an application within 90 days. That does not mean that it will take a full 90 days; however, delays in the process may be experienced if the application is incomplete. The board office makes every effort to send completed applications to the first board meeting scheduled after receipt of the application.

16. How often are Providership/Course applications reviewed by the Construction Industry Licensing Board for approval?

The board reviews applications during each of its monthly meetings. The Board does not meet in the month of December please have your applications prepared for either the November or January Board meetings.

17. When can I advertise my course?

You cannot advertise a course for continuing education credit until the Construction Industry Licensing Board has approved it.

18. Is there a time limit for electronically submitting course completion information?

Florida Statutes require continuing education providers to electronically submit licensee course completion information to the department no later than 30 calendar days after course completion or prior to the licensee's renewal date, whichever occurs sooner.

COMPLAINTS

1. I have a complaint about a contractor or a contracting business. Whom do I contact?

Please contact the department's Customer Contact Center at 850.487.1395 or you may file a complaint online at http://www.myflorida.com/dbpr/pro/cilb/documents/construction_related_complaint_package.pdf.

2. I have a complaint about an unlicensed contractor. Whom do I contact?

Please contact the department's toll-free unlicensed activity complaint line at 1.866.532.1440 or file a complaint online at http://www.myflorida.com/dbpr/pro/cilb/documents/construction_related_complaint_package.pdf.

SPECIAL BOARD ISSUES

ADVERTISING

1. When is a contractor required to display his or her license number?

Each registered or certified contractor must include his or her license number on any application for building permit; offer of service; business proposal; bid; contract; advertisement; sign; vehicle that displays the name of the contractor or qualified business; or vehicle that displays graphics or text that would lead a reasonable person to believe the vehicle is being used for construction purposes.

2. What does the term “advertise” include for license number purposes?

The term "advertise" applies to business cards, business proposals, contracts, construction site signs, newspaper ads, airwave transmissions, electronic media including Internet sites, phone directories and other media. Other media includes handbills, billboards, flyers, shopping and service guides (coupon offerings), magazines (including trade association publications), classified advertisements, manufacturer's "authorized dealer" listings, and signs on vehicles. The term does not apply to balloons, pencils, pens, hats, shirts, and articles of clothing or other promotional novelties.

MILITARY EXEMPTION

3. Are there exemptions from renewal requirements for military personnel and spouses of military personnel?

Military personnel and spouses are exempt from licensure renewal provisions when they are absent from Florida because of their military duties. The licensee must provide a copy of the orders that require out-of-state service to the department's Central Intake Unit, 1940 North Monroe Street, Tallahassee, Florida 32399-0783. Once the orders have been received and approved for exemption, the license will be placed in an inactive status with no fees required. The license will remain on inactive status for up to two renewal cycles, at which time the licensee must re-submit current orders to update the exemption. If the exemption is not updated, or the license is not renewed prior to expiration, it will become delinquent. Fees and continuing education will not be required to reactivate the license.

LIENS

4. What do I do if a lien is filed on my property?

You may access a brochure that addresses Florida's Construction Lien Law online at http://www.myflorida.com/dbpr/pro/cilb/documents/florida_lien_law.pdf. Please note that the Department of Business and Professional Regulation and the Construction Industry Licensing Board do not regulate the lien law. If you need additional information, please consult an attorney who is experienced in lien law.

5. How can I locate an attorney?

You may contact the Florida Bar at www.flabar.org.