

**CITY OF PUNTA GORDA
BUILDING DEPARTMENT
326 W. MARION AVE.
PUNTA GORDA, FL 33950
(941) 575-3324 ext. 1**

Certificate of Competency Application

The attached application must be **completely** filled out. No application for Certificate of Competency will be reviewed until the following requirements are met.

STATE REGISTERED/SPECIALTY CONTRACTORS HOLDING AN ACTIVE CHARLOTTE COUNTY CERTIFICATE OF COMPETENCY-Fee \$75.00

1. Reciprocity letter from Charlotte County, if applicable.
2. Copy of current Charlotte County Certificate of Competency.
3. Certificate(s) of Insurance
 - a. Must show **City of Punta Gorda** as the certificate holder.
 - b. Must show expiration dates of liability and workers' compensation insurance.
 - c. Marine Contractors & others requiring canal permits must also provide proof of coverage for US L & H.
4. Photograph of qualifier (2"x2")-No photocopies.
5. Submit the Certificate of Competency fee (\$75.00) with this application. Upon approval, the Certificate will be mailed to you.

STATE REGISTERED/SPECIALTY CONTRACTORS NOT HOLDING A CHARLOTTE COUNTY CERTIFICATE OF COMPETENCY-Fee \$75.00

1. Certificate(s) of Insurance
 - a. Must show **City of Punta Gorda** as the certificate holder.
 - b. Must show expiration dates of liability and workers' compensation insurance.
 - c. Marine Contractors & others requiring canal permits must also provide proof of coverage for US L & H.
2. Copy of State License, both portions, if applicable.
3. Photograph of qualifier (2"x2")-No photocopies.
4. Copy of other licenses that the qualifier holds.
5. Minimum of four (4) credit reference **letters**. References must show at least four (4) years history. A report from a recognized credit agency may be required by the Building Official if deemed necessary.
6. Proof of Exam Grade results (reciprocity letter), if applicable. Passing grade(s) must be **75%** or higher.
7. Copies of letters of reference.
 - a. Minimum of 3, noting work at least four (4) years experience by applicant in area applying for.
8. Submit the Certificate of Competency fee (\$75.00) with this application. Upon approval, the Certificate will be mailed to you.

STATE CERTIFIED CONTRACTORS

This certificate does not require a fee; however if you choose to have the City of Punta Gorda maintain your license & insurance certificates, an annual fee of \$25.00 is required. If you choose not to have the City of Punta Gorda maintain your documents, you will need to provide copies of your state license and insurances with each permit you apply for and also with any sub contractor lists you appear on.

1. Certificate(s) of Insurance
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 - b. Must show expiration dates of liability and workers' compensation insurance.
 - c. Marine Contractors & others requiring canal permits must also provide proof of coverage for US L & H.
2. Copy of State License, both portions.
3. Photograph of qualifier (2"x2")-No photocopies.
4. Please note that if you applying for an **L P GAS** Certificate, a fee of \$75.00 is required.

OFFICE USE ONLY

Block Exam _____ Date Issued _____
Cert. of Liability _____ Code _____
Workers' Comp _____ Fee _____
State Registration _____ Certified _____
Copy of Licenses _____ Registered _____
Photo of Applicant _____ ID # _____
Credit Report _____ Cert.# _____
Reference Letters _____
Approved by _____

**CITY OF PUNTA GORDA
CERTIFICATE OF COMPETENCY APPLICATION**
Please Print or Type

I hereby apply for a Certificate of Competency in the City of Punta Gorda as a
_____ contractor.

Applicant Name: _____ **Home Phone:** _____

Applicant's Home Address: _____

City: _____ State: _____ Zip: _____

Social Security # (Last 4 digits only) _____ Birth date: _____ Sex: _____

Business Name: _____

Business Phone: _____ Address: _____

City: _____ State: _____ Zip: _____

List local clients or architects you have worked with and their addresses. **If not local**, list clients/architects in your area:

List employment history for the past five (5) years, starting with the most recent:

Have you been doing business as a licensed contractor or licensed sub-contractor?

Circle one: Yes No

If no, explain how you qualify for this certificate:

State Certified Contractors, check one: _____ I accept File Maintenance, \$25.00 attached
_____ I decline File Maintenance

State Registered and Specialty Contractors only-Where do you currently hold active licenses?

Have you ever been convicted of a felony? _____ When _____

Have you ever been convicted of construction license violations? _____ When _____

Have you ever been involved in bankruptcy? _____ When _____
If yes, attach a copy of your "Discharge of Debtors" document.

If yes to any of the above questions, please explain: _____

(PHOTO)

Signature of Applicant

Date Signed

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 _____, as identification.

Signature Notary Public

(SEAL)

Commission Expiration Date