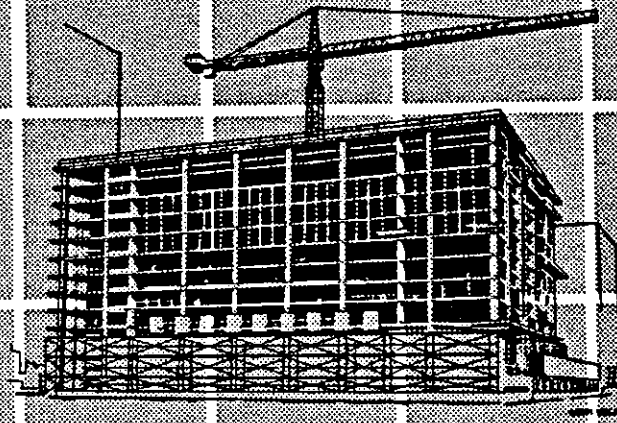


TECHNICAL PUBLICATION NO. 106

LOCAL LICENSING IN THE STATE OF FLORIDA

*This research project was sponsored by
The Building Construction Industry Advisory Committee under a grant from the
State of Florida Department of Education*



*Dr. Ayman A. Morad
Principal Investigator*

*Professor Jose D. Mitrani, PE
Co-Principal Investigator*

Florida International University
Department of Construction Management
Miami, Florida

1992

**LOCAL LICENSING
IN THE STATE OF FLORIDA**

Grant 90-7

**Principal Investigator
*Dr. Ayman A. Morad***

**Co-Investigator
*Professor Jose D. Mitrani, P. E.***

**DEPARTMENT OF CONSTRUCTION MANAGEMENT
COLLEGE OF ENGINEERING AND DESIGN
FLORIDA INTERNATIONAL UNIVERSITY
MIAMI, FLORIDA**

November 1992

**This research project was sponsored by the
Building Construction Industry Advisory Committee
under a grant from
The State of Florida Department of Education**

TABLE OF CONTENTS

	<u>Page</u>
Executive Summary	iii
Findings, Conclusions, and Recommendations	iv
List of Figures	viii
List of Tables	ix
Chapter 1 - Introduction and Background Information	1
1.1 The Need for Construction Licensing	1
1.2 The Licensing System in the State of Florida	2
1.3 Description and Objectives of Research	9
1.4 Definition of "Municipalities"	10
1.5 Research Methodology and Approach	11
Chapter 2 - Survey Results: General Issues Related to Local Licensing	12
2.1 Response Analysis	13
2.2 Municipalities' Involvement in Local Licensing	17
2.3 Acceptance of State Licenses Only	20
2.4 Existence of Local Licensing Boards	22
Chapter 3 - Survey Results: Local Licensing Categories	25

Table - C-1: Number of Municipalities That Have Enacted Changes to the Local Building Code

	Total		Yes		No		No Answer	
	#	%	#	%	#	%	#	%
Counties	42	100	14	33.3	23	54.8	5	11.9
Cities	28	100	8	28.6	13	46.4	7	25.0
Towns	4	100	2	50.0	1	25.0	1	25.0
Villages	1	100	0	0.0	0	0.0	1	100.0
All Municipalities	75	100	24	32.0	37	49.3	14	18.6

Executive Summary

Licensing of contractors in the State of Florida is implemented at two levels. The first is the state level, at which a contractor can be certified to obtain building permits in any jurisdiction in the state without being required to fulfill the competency requirements of that jurisdiction. The second is the local level, at which a contractor fulfills local competency requirements and "registers" with the state as being qualified to obtain building permits at that jurisdiction only. The licensing process at the local level requires an authorized body to establish local licensing requirements and to enforce codes and regulations.

Prior to this research project there was no compiled information available detailing the wide variety of local licensing requirements, procedures, and regulating agencies in Florida. This research project was primarily conducted through a wide ranging survey/questionnaire which was sent to all counties and to selected cities, villages, and towns throughout the state.

The results of this survey have been presented in both tabular and graphical form in the body of the report. The data reveals that most counties and a significant portion of other types of municipalities are heavily involved in licensing construction related activities. While the state only licenses contractors in 19 different categories, the municipalities that responded to the survey indicated that they licensed an astounding 182 different categories. The survey also reveals little if any similarities between licensing requirements and licensing processes among different municipalities. Finally, the data suggests that local licensing in Florida has progressed to a point significantly beyond that required to protect the public health and safety.

Findings, Conclusions, and Recommendations

This study reveals that, in Florida, local government involvement in licensing of contractors is extensive, especially at the county level. Over ninety five percent (95.2%) of counties surveyed indicated that they issued contractors' licenses. At the city level more than a quarter of those responding indicated likewise. Overall very few (5.6%) of the municipalities surveyed only accepted state contractor's licenses.

As expected, the existence of local licensing boards corresponds closely with the existence of local licensing of contractors. Over eighty percent (82.5%) of counties and sixty percent (60%) of cities that reported involvement in local licensing also reported the existence of a local licensing board.

The survey revealed an astounding number of different licensing categories. There were 105 building related categories, 54 of which were used by 3 municipalities or less. There were 19 electrical categories, 10 of which were

used by 3 municipalities or less. There were 14 plumbing categories, 6 of which were used by 3 municipalities or less. Finally, there were 44 mechanical categories, 29 of which were used by three municipalities or less. Some of the categories reported involve work such as Vinyl Wire Shelving, Wallpapering, Central Vacuum Installation, Telephone Booth and Job-Site Cleanup. These categories hardly appear to require licensing in order to protect the public health or safety. The proliferation in the number and types of these categories statewide suggest some local licensing systems have included categories for generating revenue rather than for protection of the public health, safety and welfare.

The multiplicity of licensing categories is accompanied by a great diversity in licensing requirements. Experience requirements vary from less than two years up to ten years. Most municipalities require no educational background, and few (6%) allow the substitution of education for some work experience. Most (82%) do, however, require the passing of an examination as partial requirement for obtaining a license.

The objective of this research project was to document the local licensing system in Florida, and this objective has been completed successfully. Although making recommendations for improvement are beyond the scope of the work as originally envisioned, the research team finds it difficult to close without addressing one of the flagrant flaws of the system.

The local licensing system, from the perspective of a contractor wishing to work in various municipalities, is unmanageable. The large number of licensing categories and the diversity of licensing requirements from municipality to municipality place a great burden on contractors. It is precisely these circumstances that led the Florida Legislature in 1967 to establish state licensing and regulation of the construction industry. Unfortunately, state licensing is limited to only 19 categories, and the legislature has put a cap on the number of categories that may be licensed by the CILB (Construction Industry Licensing Board.)

One possible solution would be to eliminate local licensing entirely, accompanied by some increase in the number and

types of licenses issued by the CILB. This solution would place Florida in a situation comparable to California, where only state licensing exists, but for 44 different categories. While this is probably the best and most effective solution in the long term, it would require a substantial increase in the resources of the CILB and achieving it would require overcoming strong opposition at the local level.

Another solution would be for municipalities to voluntarily work to achieve standardization of licensing categories and requirements, leading to reciprocity between municipalities on as many categories as possible. This could be accomplished through a combined effort from many different groups, including, but not limited to, the Florida League of Cities, the Building Officials Association of Florida, the Florida Home Builders Association, the Associated General Contractors, the Associated Builders and Contractors, and others, perhaps with cooperation and guidance from the CILB. Because this effort would be a cooperative effort of the municipalities it is likely that any local opposition would be easier to overcome.

LIST OF FIGURES

	<u>Page</u>
Figure 1: Response Analysis	16
Figure 2: Municipalities Involved In Local Licensing	19
Figure 3: Existence of Local Licensing Boards in the Municipality	24
Figure 4: Widely Adopted Local Licensing Categories	28
Figure 5: Work Experience Requirements	41
Figure 6: Educational Background Requirements	44
Figure 7: Examination Requirements	47
Figure 8: Insurance Requirements	50
Figure 9: Fees Requirements	53
Figure 10: Financial Verification Methods	55
Figure 11: Financial Verification for Counties	60
Figure 12: Financial Verification for Cities	61
Figure 13: Financial Verification for All Municipalities	62
Figure 14: Experience Verification Methods	66
Figure 15: Experience Verification for Counties	71
Figure 16: Experience Verification for Cities	72
Figure 17: Experience Verification for All Municipalities	73
Figure 18: Steps for Obtaining a Local License	75

LIST OF TABLES

	<u>Page</u>
Table 1: Response Analysis	15
Table 2: Municipalities Involved In Local Licensing	18
Table 3: Municipalities That Only Accept State License	21
Table 4: Existence of Local Licensing Boards in the Municipality	23
Table 5: Local Licensing Categories Used by 3 Municipalities or Less	30
Table 6: Categories Regulated by Local Licensing	35
Table 7: Work Experience Requirements	40
Table 8: Educational Background Requirements	43
Table 9: Examination Requirements	46
Table 10: Insurance Requirements	49
Table 11: Fees Requirements	52
Table 12: Financial Verification Methods	59
Table 13: Experience Verification Methods	69
Table C-1: Number of Municipalities That Have Enacted Changes to the Local Building Code	97

1. Introduction and Background Information

1.1 The Need for Construction Licensing

"Contracting," as defined in the Florida Statutes, means engaging in business as a contractor. The Contractor, as defined in 489.105 of the Florida Statutes, is:

"the person who is qualified for and responsible for the entire project contracted for and means, except as exempted in this part, the person who, for compensation, undertakes to, submits a bid to, or does himself or by others construct, repair, alter, remodel, add to, subtract from, or improve any building or structure, including related improvements to real estate, for others or for resale to others."

Construction work can have a significant impact upon the safety and well-being of the public in general. Failure or incompetent performance of construction has the potential to be very harmful and expensive. There is a

clear need for requiring the persons or entities engaged in construction to demonstrate minimum proficiency in the performance of their trade in order to protect public safety and welfare. Chapter 489 of the Florida Statutes recognizes this need by specifying that:

"...the construction and home improvement industries may pose a danger of significant harm to the public when incompetent or dishonest contractors provide unsafe, unstable, or short-lived products or services. Therefore, it is necessary in the interest of the public health, safety and welfare to regulate the construction industry."

1.2 The Licensing System in the State of Florida

Licensing of contractors in the State of Florida exists at two levels. Qualified individuals may obtain a "state" license by meeting the requirements for "certification" as spelled out in Chapter 489 of the statutes. In the language of Chapter 489, contractors holding statewide licenses are called "certified" contractors.

The statute groups certified contractors into one of

two categories. Division I consists of general, building, residential and drywall contractors. Division II comprises all other licenses, such as roofing, plumbing, swimming pool, solar heating contractors, etc. Certification allows the contractor to practice his/her trade anywhere in the state by paying for a local occupational license, but without having to meet local licensing requirements.

Licensing at the state level is administered by the Construction Industry Licensing Board (CILB). This board, within the Department of Professional Regulation, consists of eighteen members appointed by the Governor and confirmed by the Senate of the State of Florida. To qualify as state certified, an applicant must meet a number of uniform requirements regardless of the desired licensing category. He must be at least eighteen years old. The applicant must pass a rigorous examination on building codes, procedures and laws, as a prerequisite to issuance of a certificate.

Also, the applicant is required to obtain and maintain a certain level of public liability and property damage insurance. The proper coverage is verified by a signed affidavit submitted by the applicant, prior to obtaining an

initial or a renewal of an active license category, as prescribed in section 21E-15.003(h) of the Florida Administrative Code (FAC). The accuracy of the affidavit is further checked by the CILB through a random survey of license holders in a specific geographical location. Upon request of the board, the license holder must submit proof that he has maintained the proper amounts of coverage since the time of his last renewal. This Certificate of Insurance is prepared by the contractor's insurance company and partly includes: the name of the insurance agent, the name of the insurance company, the policy number, the effective date, and expiration date.

The CILB, prior to the issuance of a certificate, also requires the applicant to meet certain financial requirements. In doing so, it attempts to protect the public from any monetary loss that might be incurred due to the contractor's inability to pay. The financial stability of an applicant is verified by the submittal of a credit report and a current financial statement by the applicant. In addition to these requirements, the applicant must show a minimum net worth for the specific category that he is applying for. These minimum amounts vary between the

different licensed categories, and are prescribed in section 21E-15.005(3)(a) FAC.

Prior to the issuance of a state license, the board requires applicants to verify experience and education requirements set forth in 489.1211 of the Florida Statutes. The reason for this prerequisite is to substantiate that the applicant possesses the knowledge to complete the job in accordance with the practices that will ensure a safe structure. The amount of experience and education required depends upon the license category being applied for; however, the process of verification remains consistent. All educational requirements must be verified by the college, university, junior college, or community college where the applicant received the requisite amount of education (FAC 21E-15.001). This verification is usually in the form of transcripts prepared by the institution and sent to the Board for review. Experience is verified by a signed affidavit prepared by either a Florida certified contractor, an architect or engineer, or two building officials from any state. The affidavit is subsequently notarized on the front (FAC 21E-15.001). The affidavit includes employers name, dates of employment, and work experience.

Before an applicant can receive a state license, three statutory fees must be satisfied. The first two fees are paid before the applicant is allowed to take the state examination. The first is the applicant fee in the amount of \$120. The second is the actual examination fee in the amount of \$130. The examination fee is refundable if the applicant submits a written timely request. After the applicant has passed the state examination, and subsequently submitted all other requirements, the license goes into effect after payment of the initial certification fee in the amount of \$125. The license is kept active by submitting renewal requirements and the payment of a biennial fee of \$125.

State licenses can be awarded to either individuals or business entities. In the case of the latter, the business entity becomes the applicant and a natural person must act as the qualifying agent. A qualifying agent has the responsibility to supervise, direct, manage, and control construction activities on a job for which he or she has obtained the building permit.

Once all the requirements have been met, and a

decision has been made by the CILB, a license is awarded. Certificates at the state level are renewable every two years, and renewal cannot be refused unless there are reasonable grounds and disciplinary proceedings pending on the licensee.

Separate provisions apply for electrical and alarm system contracting. These licenses are handled by a separate board, the Electrical Contractors' Licensing Board (ECLB). This agency is also a part of the Department of Professional Regulation.

Licensing of contractors also exists at a local level. A qualified individual may obtain a "local" license by meeting local (city or county) requirements. This license allows the individual to practice his/her trade only in the jurisdiction in which the license is obtained. In the language of the Florida Construction Industry licensing Law individuals holding local licenses are called "registered" contractors. Florida Statutes specify in 489.117 (2) that:

"Registration allows the registrant to engage in contracting only in the counties, municipalities, or development districts where he has complied with all local licensing requirements and only for the type

of work covered by the registration."

As in the case for state certification, registration can be for individuals or for a business entity, in which case a qualifying agent with similar duties and responsibilities is also needed. In the same way, registrations are renewable every two years and renewal cannot be denied without a justifiable reason.

By comparing the state licensing system with the local licensing system, many differences can be found. The requirements and procedures of the system at the state level are definite, deterministic, and consistent no matter which category of licensing is desired. At the local level, on the other hand the requirements and procedures vary from jurisdiction to jurisdiction. The system at this level suffers from many problems: lack of uniformity, wide variety of licensing categories, requirements, procedures, and regulating agencies. This sometimes results in licenses with overlapping scopes or, in some cases, ambiguous areas due to licenses having same or similar names, but intended for different scope of work.

1.3 Description and Objectives of Research

The present research was conducted pursuant to a grant awarded by the Building Construction Industry Advisory Committee (BCIAC), to the Department of Construction Management at Florida International University.

The objective of the research was to gather and to compile detailed information about local licensing throughout the State of Florida. Among the information to be obtained were the following:

1. The extent of involvement of counties, cities, towns, and villages (henceforth "municipalities") throughout the state in local licensing activities.
2. A description of the regulatory agencies that handle local licensing in different jurisdictions.
3. The range of licensing categories regulated by local agencies.
4. The competency requirements for different licensing categories.

5. The steps or procedures required to obtain a local license.
6. The perceptions and opinions of local officials regarding the two tier (state and local) licensing system in Florida.

1.4 Definition of "Municipalities"

Prior to proceeding with this report, the authors would like to clarify their use of the term "municipalities." In this report the term "municipalities" has been generalized and refers to any one of the four types of governmental entities that were surveyed statewide. These governmental entities are counties, cities, towns and villages. The researchers are aware that as used by the Florida Statutes the term "municipalities" only refers to cities, towns and villages. For the sake of simplicity, however and to clearly differentiate local licensing from its statewide counterpart, this report includes counties within the definition of the term "municipalities."

1.5 Research Methodology and Approach

The methodology used to accomplish the research objectives consisted of the following:

1. An extensive survey was conducted of all counties and selected representative cities, towns, and villages in the State of Florida. The cities, towns and villages selected represent different geographical areas as well as different size entities. This survey was performed by means of a written questionnaire (Please see Appendix A).
2. Personal interviews were conducted with building officials from various different jurisdictions to supplement the survey information and to ascertain their perceptions and opinions regarding local versus state licensing.
3. The information gathered was prepared for presentation in a simple, concise, and standard format.

2. **SURVEY RESULTS:
GENERAL ISSUES RELATED TO LOCAL LICENSING**

This chapter contains tables, figures, and corresponding discussion of general issues related to local licensing, based on the responses obtained from the survey/questionnaire.

The quantitative results of the survey are presented hereinafter. The survey was conducted in two rounds: first, the questionnaire was mailed to 67 counties, 83 cities, 28 towns and 10 villages. Information about the first round of mailing can be found in Appendix B.

Second, eight weeks after the first round the questionnaire was re-mailed only to the counties that did not respond to the first round. Information about the second mailing can be found in Appendix B.

2.1 Response Analysis

TABLE-1 presents the results of the survey's response analysis, in terms of number of responses, percentages, and the response time in months. The table first depicts the pattern of response according to the four different types of municipalities: counties, cities, towns and villages. Of the 67 counties that received the questionnaire, 42 responded (62.7%), the highest of all categories. Of 83 cities, 37 responded (46.6%). Six (6) out of 28 or 21.4% of towns responded. Four (4) out of 10 or 40.0% of villages responded. In the recap for all municipalities, it can be seen that 89 out of 188 municipalities responded, representing a 47.4% overall response rate. In round figures, the overall response rate was approximately 50%, which is quite good for this type of sampling.

The second half of TABLE-1 illustrates the number of responses from each category that were received within four time frames. The table indicates that a good level of responses was achieved within the first month: 69.0% for counties, 94.6% for cities, 83.3% for towns and 100% for villages, for a total of 82.0% of all responses in the

first period. In months 2, 3 and 4 the responses for counties were 9.5%, 19.1% and 2.4%, respectively. Cities and towns present considerably low percentages for the second month, 5.4 and 16.7% respectively, which complete the total responses for those categories and indicate a quick rate of response. All villages responded within the first month. In the overall, an 82.0% of total responses came in promptly within the first month, a very satisfactory result, with lower values for the rest of the periods.

FIGURE-1 graphically illustrates the results presented in TABLE-1. The bar chart summarizes the first half of the table and the relation between municipalities surveyed and the two classifications: "Responded" and "Didn't Respond." The near 50% split is visually apparent. The four pie graphs portray the four local government levels represented, illustrating the duration time of their responses. The most salient information is the response effectiveness of each category. Counties are the ones with the highest rate of response (62.7%), while on the other end, towns have the lowest (21.4%).

Table - 1: Response Analysis

	Total		Responses				Duration of Response (*)							
			Did Not Respond		Responded		1 Month		2 Months		3 Months		4 Months	
	#	%	#	%	#	%	#	%	#	%	#	%	#	%
Counties	67	100	25	37.3	42	62.7	29	69.0	4	9.5	8	19.1	1	2.4
Cities	83	100	46	55.4	37	46.6	35	94.6	2	5.4	0	0.0	0	0.0
Towns	28	100	22	78.6	6	21.4	5	83.3	1	16.7	0	0.0	0	0.0
Villages	10	100	6	60.0	4	40.0	4	100	0	0.0	0	0.0	0	0.0
All Municipalities	188	100	99	52.6	89	47.4	73	82.0	7	7.9	8	9.0	1	1.1

(*) The percentage (%) is based on the number of municipalities who responded

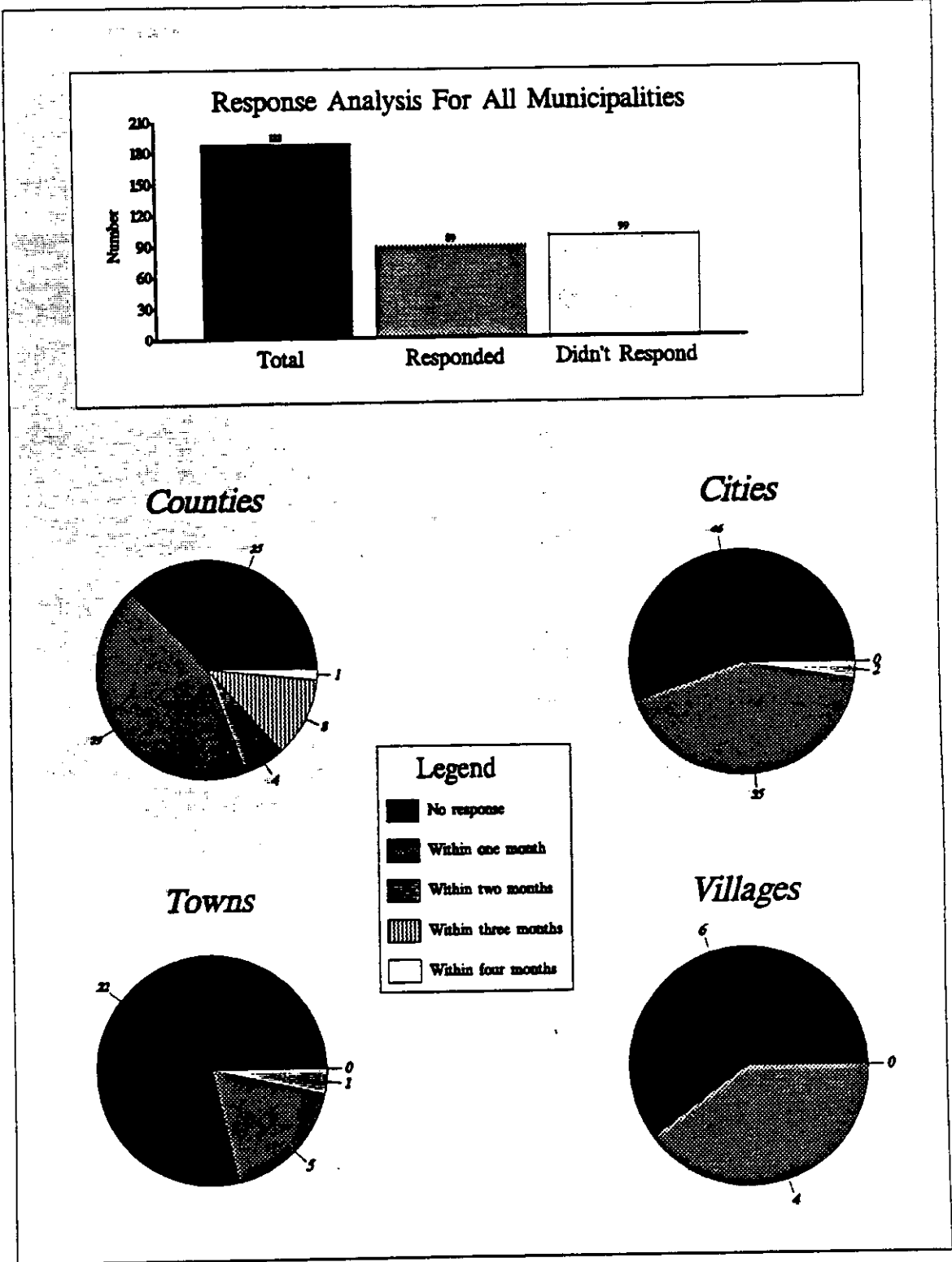


Figure - 1: Response Analysis

2.2 Municipalities' Involvement in Local Licensing

TABLE-2 shows the involvement of different municipalities in local licensing. Counties have the highest involvement, with 95.2% of the total surveyed involved in local licensing. Cities are second with 27% involved, while no town or village reported any involvement in local licensing.

FIGURE-2 illustrates the above information in a graphic format. It is important to note that although the overall results for all municipalities show a relatively high 56.2% of involvement, this is primarily due to the high level of involvement of counties.

Table - 2: Municipalities Involved In Local Licensing

	Total		Involved		Not Involved	
	#	%	#	%	#	%
Counties	42	100	40	95.2	2	4.8
Cities	37	100	10	27.0	27	73.0
Towns	6	100	0	0.0	6	100.0
Villages	4	100	0	0.0	4	100.0
All Municipalities	89	100	50	56.2	39	43.8

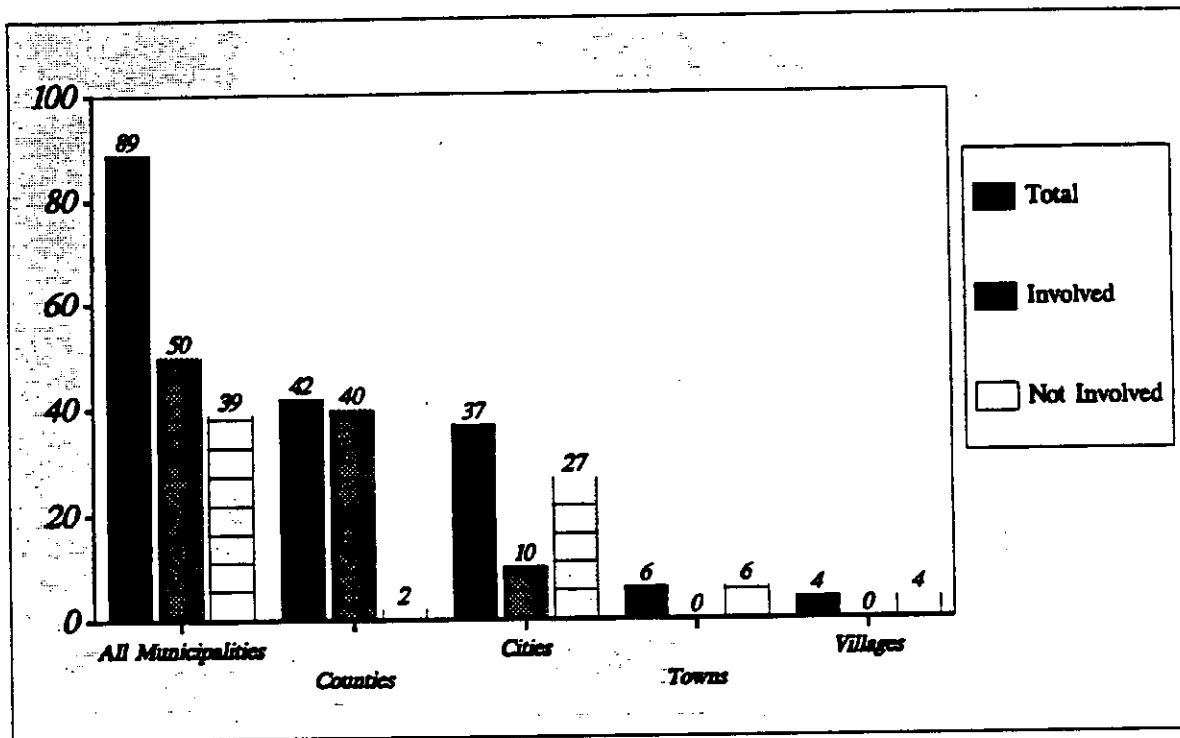


Figure - 2: Municipalities Involved In Local Licensing

2.3 Acceptance of State Licenses Only

TABLE-3 presents the results for municipalities that only accept state licenses. Just 4.8% of the counties surveyed accept only state licenses, compared with 8.1% of cities. Towns and villages surveyed showed no values for this classification.

Table - 3: Municipalities That Only Accept State License

	Total		Accept Only State License	
	#	%	#	%
Counties	42	100	2	4.8
Cities	37	100	3	8.1
Towns	6	100	0	0.0
Villages	4	100	0	0.0
All Municipalities	89	100	5	5.6

2.4 Existence of Local Licensing Boards

TABLE-4 presents the existence of local licensing boards in the municipalities. Of the 40 counties that responded and have local licensing, 33 (82.5%) said "Yes," 3 (7.5%) said "No," and 4 (10%) did not respond to this question. On the other hand, of 10 cities that responded, 6 (60%) said "Yes," 1 (10%) said "No," and 3 (30%) did not provide a response to this issue. FIGURE-3 illustrates the above results in a graphic format.

Table - 4: Existence of Local Licensing Boards in the Municipality

	Total		Yes		No		No Answer	
	#	%	#	%	#	%	#	%
Counties	40	100	23	82.5	3	7.5	4	10.0
Cities	10	100	6	60.0	1	10.0	3	30.0
All Municipalities	50	100	39	78.0	4	8.0	7	14.0

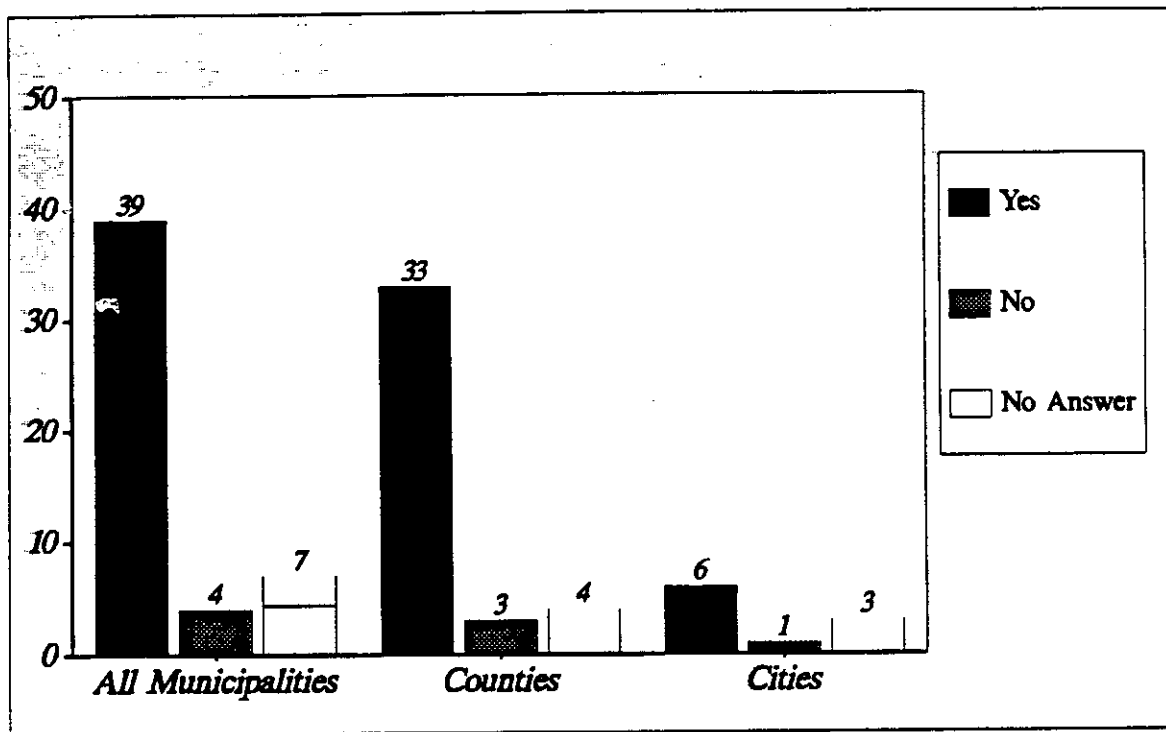


Figure - 3: Existence of Local Licensing Boards in the Municipality

**3. SURVEY RESULTS:
LOCAL LICENSING CATEGORIES**

As previously stated, there are two types of contractors' licensing systems in the State of Florida: a state certification allowing the contractor to work anywhere in the state, and a registered license limiting the contractor to work within a specific jurisdiction.

The Florida Construction Industry Licensing Board (CILB) presently offers a limited number of license categories that are state certified. These include:

- A) General
- B) Building
- C) Residential
- D) Sheet Metal
- E) Class A HVAC
- F) Class B HVAC
- G) Residential Solar Weathering

- H) Commercial Pool/Spa
- J) Swimming Pool Servicing
- K) Plumbing
- L) Mechanical
- M) Underground Utility
- N) Specialty Structure
- O) Pollutant Storage
- P) Gypsum Drywall
- Q) Asbestos Abatement
- I) Residential Pool/Spa

Other categories that are state certified are offered by the Florida Electrical Contractors' Licensing Board (ECLB). These include:

- A) Electrical
- B) Residential electrical
- C) Elevator specialty electrical
- D) Electrical outdoor sign specialty
- E) Alarm I
- F) Alarm II
- G) Lighting maintenance

By themselves, the total of state certified categories

seems to be extensive, however, in comparison to the proliferation of local licensing categories, their number seems minimal. One reason for this is that the state does not offer certification for the multitude of finish categories (eg. tile and marble, painting, etc.) that are incorporated into the local licensing system.

An approximation of the extensive number of categories offered through local licensing can be summarized from FIGURE-4 and TABLE-5. FIGURE-4 has on the Y-axis (far left column) an alphabetical listing of the municipalities that responded to the questionnaire and that offer local licensing. The list is broken into two divisions: one for counties (total of 40 counties), the other for cities (total of 10 cities). on the X-axis (top row) the various categories offered through the local licensing plans are listed. These are grouped according to their trade classification: Building, Electrical, Plumbing, or Mechanical. However, FIGURE-4 is only concerned with those categories that are used by at least 4 municipalities. TABLE-5 complements this list by enumerating those categories that are represented by less than 4 municipalities. These additional categories are enumerated

Table - 5: Local Licensing Categories Used by 3 Municipalities or Less

Category	Number	Name of Municipalities
Building		
Sub-building	3	Bay, Dade, Highlands
Repair and Remodel	1	Baker
Structural Concrete	1	Hernando
Concrete (non-struct)	1	Charlotte
Concrete Pumping	1	St. Lucie
Concrete Placing & Finishing	3	Broward, Lee, Martin
Concrete Coating and Sealing	1	St. Lucie
Carpentry (Struc)	3	Charlotte, St. Lucie, Hernando
Rough Carpentry and Forming	1	Broward
Tree Service & Site Clearing	1	Hillsborough
Well Drilling	1	Hillsborough
Pressure Injected Footings	1	Palm Beach
Curtain Wall / Window Wall	1	Palm Beach
Soffit/Siding/Facia	1	St. Johns
Roof Painting	1	Martin
Window and Door	3	Martin, Palm Beach, St. Lucie
Tile and Marble	3	Lee, St. Johns, Broward
Floor Sanding & Finishing	1	Hillsborough
Resilient Floor Covering	1	St. Lucie
Flooring	2	Broward, Sanibel
Wallpapering	2	St. Lucie, Sanibel
Vinyl Wire Shelving	1	St. Lucie
Garage Door	3	Broward, Lee, Martin
Gutter and Drainage	1	Lee
Brick Paver	1	Palm Beach
Pool Shell	1	Charlotte
Spa	1	Hillsborough
Swimming Pool Plastering	1	Palm Beach
Marcite	2	Lee, Hernando
Waterproofing	2	Martin, Broward
Waterproof, Guniting, and Sandblasting	2	Hillsborough, Hernando
Sandblasting	3	Lee, Palm Beach, Broward
Veneer—Specialty	1	Pinellas
Siding (Aluminum and Vinyl)	1	Walton
Screen Enclosures	1	Broward
Screen Repair	1	Broward
Welding Inspector	1	Dade
Demolition (non-expl)	2	Desoto, Broward
River Rock	3	Charlotte, Jefferson, Cape Coral
Utility Shed	1	Charlotte
Specialty Structure	2	Escambia, Hendry
Structural Fabricator (Alum)	3	Hillsborough, Lee, Polk
Shed Placement and Tie Down	1	Lee
Job Site Clean-up	2	Charlotte, Cape Coral
Mobile Home Repair	1	Citrus
Court (outdoor)	1	Lee
Tennis Court	3	Palm Beach, Cape Coral, St. Lucie
Telephone Booth	1	Palm Beach
Transport Assembly	2	Palm Beach, Broward
Manufac. Fireplace Installation	1	St. Lucie
Sign Painting (non-electrical)	1	St. Lucie
Central Vacuum Installation	2	Broward, St. Lucie
Highway and Street Construction	1	Sanibel
Lightning Protection	3	Desoto, Palm Beach, Broward

Table - 5: Local Licensing Categories Used by 3 Municipalities or Less (Cont.)

Category	Number	Name of Municipalities
Electrical		
Journeyman Electric Utility	1	Dade
Journeyman Burglar Alarm	1	Dade
Journeyman Fire Alarm	2	Dade, Kissimmee
Alarm System I	1	Lake
Alarm System II (Burglar)	2	Lake, Palm Beach
Burglar and Fire Alarm	2	Broward, Hernando
Apprentice Electrician	1	Charlotte
Low Voltage	1	Broward
Electric Outdoor Sign—special	2	Charlotte, Hernando
Lighting Maintenance	1	Hernando
Plumbing		
Maintenance Plumber	2	Dade, Jacksonville
Journeyman Gas Fitter	3	Bay, Dade, Escambia
Gas	2	Pasco, Polk
Residential Plumber	1	Walton
Storm Sewer	1	Hillsborough
Water Conditioning	1	Walton
Mechanical		
Journeyman HAR	1	Baker
A/C Commercial	2	Martin, Palm Beach
A/C Residential	2	Martin, Palm Beach
Room A/C Master	3	Dade, Highlands, Port St. Lucie
Room A/C Journeyman	1	Dade
Room A/C Maintenance	1	Highlands
Duct Installer	1	Desoto
Insulation Journeyman	1	Dade
Gasoline Tank Journeyman	2	Dade, Port St. Lucie
Elevator Maintenance	2	Dade, Port St. Lucie
Sheet Metal Maintenance	1	Port St. Lucie
Fire Sprinkler Journeyman	1	Key West
Fire Sprinkler Maintenance	2	Marion, Key West
Pneumatic Control Piping Master	2	Broward, Kissimmee
Pressure & Process Piping Master	3	Desoto, Escambia, St. Lucie
Pressure & Process Piping Maintenance	1	Kissimmee
High Pressure Gas Pipe	2	Walton, Cape Coral
Natural Gas	2	Hillsborough, Broward
Pipe Fitter	1	Desoto
High Pressure Gas	1	Palm Beach
Overhead Utility	1	Palm Beach
Underground Transmission Line	2	Palm Beach, St. Lucie
Limited Specialty	1	Baker
Pollutant Storage	3	Hendry, Hillsborough, Bunnell
Limited Mechanical	1	Hillsborough
Refrigeration Journeyman	2	Dade, Key West
Refrigeration	1	Walton
Elevator Installation & Maintenance	1	Broward
Incinerator	3	Palm Beach, Cape Coral, Walton

in the far left column with their respective municipalities called out in the far right column. The middle column simply gives the number of these municipalities.

In FIGURE-4, the various municipalities that offer a specific license can easily be found by searching down the license's column; an "X" designates that the license is offered by the corresponding municipality in that row. In order to find the different licenses offered by a single municipality, simply reverse the process.

The only exception to the above lies in an occasional "Y" designation instead of an "X". An example will be found by searching across Hernando County's row; a "Y" will be found in the "Master Electrician" column. The "Y" means the "Master" classification is not cited by that particular municipality. The reason for the discrepancy is found in the materials from which the information was received. In submitting the requested information, some municipalities simply returned the questionnaire with their local categories circled from the list enclosed in the census, (refer to Appendix A). However, there were other municipalities that submitted copies of their local

ordinances, which enumerated and described each particular local licensing category.

The total number of municipalities that offer each of the individual local licenses for FIGURE-4 has been determined in TABLE-6. The far left column lists the various categories from FIGURE-4, the next column gives the total number of counties, from the ones that responded, that offer each specific category. This information is given as a percentage in the following column to the right. The same has been done in the subsequent columns, first for cities, then for all municipalities (counties plus cities).

Surveying FIGURE-4, the local license categories that are predominantly offered by the different locales become evident; they are indicated by the virtually filled columns. These categories apparently are comprised of:

- | | |
|----------------|-----------------------|
| A) General | E) Swimming Pool |
| B) Building | F) Master Electrician |
| C) Residential | G) Master Plumber |
| D) Roofing | H) General Master |

This hypothesis is proven upon reviewing these categories in TABLE-6. Out of all the municipalities that responded, at least 70% offer these categories separately. Further analysis reveals that out of these 8 local categories, 7 are regulated by the state as well. If the above list of categories include all those that are offered by more than 50% of the municipalities, their amount would increase to 11, nine of which would also be offered by the state.

There is, furthermore, another fact observed in TABLE-6; better than 53% of these categories, there are represented by less than 20% of the municipalities. This number of inadequately represented local license categories seems all but necessary. But, when supplemented with all the categories in TABLE-5, this presentation seems superfluous. One of the reasons for this anomaly can be observed in FIGURE-4. Searching across the rows of Dade, Palm Beach, and St. Lucie, it becomes obvious that these municipalities offer a large amount of varying local licenses. This does not mean to suggest that there should be a limit to the number of local licenses offered by any given locale; it does question the justification of some

Table - 6: Categories Regulated by Local Licensing

Criteria	Counties		Cities		All Municipalities	
	#	(*) %	#	(*) %	#	(*) %
General	38	95.0	7	70.0	45	90.0
Building	28	70.0	4	40.0	32	64.0
Residential	37	92.5	6	60.0	43	86.0
Sub-general	3	7.5	4	40.0	7	14.0
Building Maintenance	2	5.0	2	20.0	4	8.0
Unit Masonry	18	45.0	5	50.0	23	46.0
Conc. Form & Placing	15	37.5	4	40.0	19	38.0
Reinf. Stl. Placement	10	25.0	4	40.0	14	28.0
Pre-cast Conc. Erect.	4	10.0	4	40.0	8	16.0
Pneumatic Conc.& Grouting	4	10.0	2	20.0	6	12.0
Struc. Stl. Fabrication	15	37.5	7	70.0	22	44.0
Grade-Fill-Clear	4	10.0	2	20.0	6	12.0
Dredging	3	7.5	1	10.0	4	8.0
Pile Driving	7	17.5	1	10.0	8	16.0
Carpentry (Non-struct.)	4	10.0	0	0.0	4	8.0
Carp. (Struct/Non-Struct)	9	22.5	3	30.0	12	24.0
Roofing	35	87.5	8	80.0	42	84.0
Roof Deck	9	22.5	4	40.0	13	26.0
Lath & Plastering	12	30.0	4	40.0	16	32.0
Plaster, Stucco, Spraycrete	7	17.5	0	0.0	7	14.0
Lathing	3	7.5	1	10.0	4	8.0
Demolition	13	32.5	7	70.0	20	40.0
Drywall	22	55.0	6	60.0	24	48.0
Glass & Glazing	11	27.5	5	50.0	16	32.0
Metal Decking and Siding	6	15.0	4	40.0	10	20.0
Miscellaneous Metals	3	7.5	2	20.0	5	10.0
Aluminum	13	32.5	2	20.0	15	30.0
Decorative Metal	4	10.0	1	10.0	5	10.0
Swimming Pool	28	70.0	7	70.0	35	70.0
Commercial Pool	9	22.5	0	0.0	9	18.0
Residential Pool	9	22.5	0	0.0	9	18.0
Guniting	7	17.5	1	10.0	8	16.0
Ceramic Tile and Marble	9	22.5	0	0.0	9	18.0
Tile/Marble/Terrazzo	4	10.0	2	20.0	6	12.0
Terrazzo	4	10.0	0	0.0	4	8.0
Painting	14	35.0	3	30.0	17	34.0
Acoustical Ceiling	7	17.5	0	0.0	7	14.0
Cabinet & Millwork	4	10.0	1	10.0	5	10.0
Fence	8	20.0	1	10.0	9	18.0
Paving	2	5.0	2	20.0	4	8.0
Driveway & Parking Paving	7	17.5	0	0.0	7	14.0
Asphalt Sealing & Coating	4	10.0	1	10.0	5	10.0

(*) The percentages are based on 40 counties, 10 cities, and total of 50 Municipalities who responded to the questionnaire and regulate Local Licensing.

Table - 6: Categories Regulated by Local Licensing (Cont.)

Criteria	Counties		Cities		All Municipalities	
	#	(*) %	#	(*) %	#	(*) %
Marine	12	30.0	3	30.0	15	30.0
Communication Tower	10	25.0	1	10.0	11	22.0
Communication & Sound	5	12.5	0	0.0	5	10.0
Signs (Non-electrical)	19	47.5	6	60.0	25	50.0
Mobile Home Set-up	10	25.0	0	0.0	10	20.0
Solar Heating	11	27.5	2	20.0	13	26.0
Structure Moving	3	7.5	1	10.0	4	8.0
Canvas Awning	5	12.5	1	10.0	6	12.0
Well Drilling	2	5.0	2	20.0	4	8.0
Master Electrician	39	97.5	8	80.0	47	94.0
Journeyman Electrician	21	52.5	6	60.0	27	54.0
Resid. Journeyman Elect.	4	10.0	0	0.0	4	8.0
Master Fire Alarm	6	15.0	6	60.0	12	24.0
Master Burglar Alarm	9	22.5	5	50.0	14	28.0
Maintenance Electrician	1	2.5	3	30.0	4	8.0
Master Sign Electrician	15	37.5	4	40.0	19	38.0
Journeyman Sign Electrician	2	5.0	2	20.0	4	8.0
Underground Utility	13	32.5	2	20.0	15	30.0
Master Plumber	35	87.5	9	90.0	46	92.0
Journeyman Plumber	21	52.5	4	40.0	25	50.0
Master Gas Fitter	3	7.5	2	20.0	5	10.0
Swim Pool Maint. Master	20	50.0	3	30.0	23	46.0
Swim Pool Piping Master	2	5.0	2	20.0	4	8.0
Master Lawn Sprinkler	21	52.5	4	40.0	25	50.0
Journeyman Lawn Sprinkler	3	7.5	1	10.0	4	8.0
Septic Tank	8	20.0	1	10.0	9	18.0
General Master	30	75.0	7	70.0	39	78.0
General Journeyman	8	20.0	1	10.0	9	18.0
General Maintenance	1	2.5	4	40.0	5	10.0
A/C Master	10	25.0	7	70.0	17	34.0
A/C Journeyman	8	20.0	3	30.0	11	22.0
A/C Maintenance	4	10.0	4	40.0	8	16.0
Refrigeration Master	5	12.5	2	20.0	7	14.0
Insulation Master	13	32.5	3	30.0	16	32.0
Gasoline Tank Master	7	17.5	2	20.0	9	18.0
Elevator Master	5	12.5	3	30.0	8	16.0
Sheet Metal Master	22	55.0	5	50.0	27	54.0
Sheet Metal Journeyman	3	7.5	1	10.0	4	8.0
Fire Sprinkler Master	4	10.0	5	50.0	9	18.0
HAR	25	62.5	1	10.0	26	52.0
Boiler Installation	4	10.0	0	0.0	4	8.0

(*) The percentages are based on 40 counties, 10 cities, and total of 50 Municipalities who responded to the questionnaire and regulate Local Licensing.

licenses, such as for "Telephone Booth" contracting.

Another reason for the over abundance of local licenses is due to a disunification between similar categories. This fact becomes apparent upon review of TABLE-5 and TABLE-6. For example take these categories in TABLE-6:

- A) Ceramic Tile and Marble
- B) Terrazzo
- C) Tile/Marble/Terrazzo

Where there are several locales that offer the "Ceramic Tile and Marble" and "Terrazzo" licenses separately, they could unify these categorical similarities into a single licensed entitled "Tile/Marble/Terrazzo", as represented by other municipalities. This would decrease the overall amount of local licenses offered throughout the municipalities and standardize more the local licensing categories.

4. SURVEY RESULTS: LOCAL LICENSING REQUIREMENTS

The licensing system in the State of Florida at the local level requires applicants to meet a set of stated requirements in order to qualify for a specific licensing category. This chapter presents the results derived from analyzing the information collected from the survey that pertain the diverse licensing requirements and verification methods adopted by different local municipalities throughout the state. The chapter is divided into two sections. The first section discusses general licensing requirements. The second section discusses method of verification for financial and experience requirements.

4.1 General Licensing Requirements

The general licensing requirements discussed in this section are: - Experience;

- Education;
- Examination;
- Insurance; and
- Fees

4.1.1 Experience Requirements

TABLE-7 presents the work experience requirements for counties and cities. Based on the survey, eleven (11) counties (27.5%) require up to 4 years of experience, and 8 (20%) require up to 6 years of experience. Four (4) counties (10%) require up to 10 years of experience. Among cities, 2 (20%) require up to 4 years and 3 (30%) up to 6 years of experience. FIGURE-5 illustrates the results in a graphic format.

Table - 7: Work Experience Requirements

	Total		2 Years or Less		Up To 4 Years		Up To 6 Years		Up To 10 Years		Not Required		No Answer	
	#	%	#	%	#	%	#	%	#	%	#	%	#	%
Counties	40	100	3	7.5	11	27.5	8	20.0	4	10.0	1	2.5	13	32.5
Cities	10	100	0	0.0	2	20.0	3	30.0	0	0.0	0	0.0	5	50.0
All Municipalities	50	100	3	6.0	13	26.0	11	22.0	4	8.0	1	2.0	18	36.0

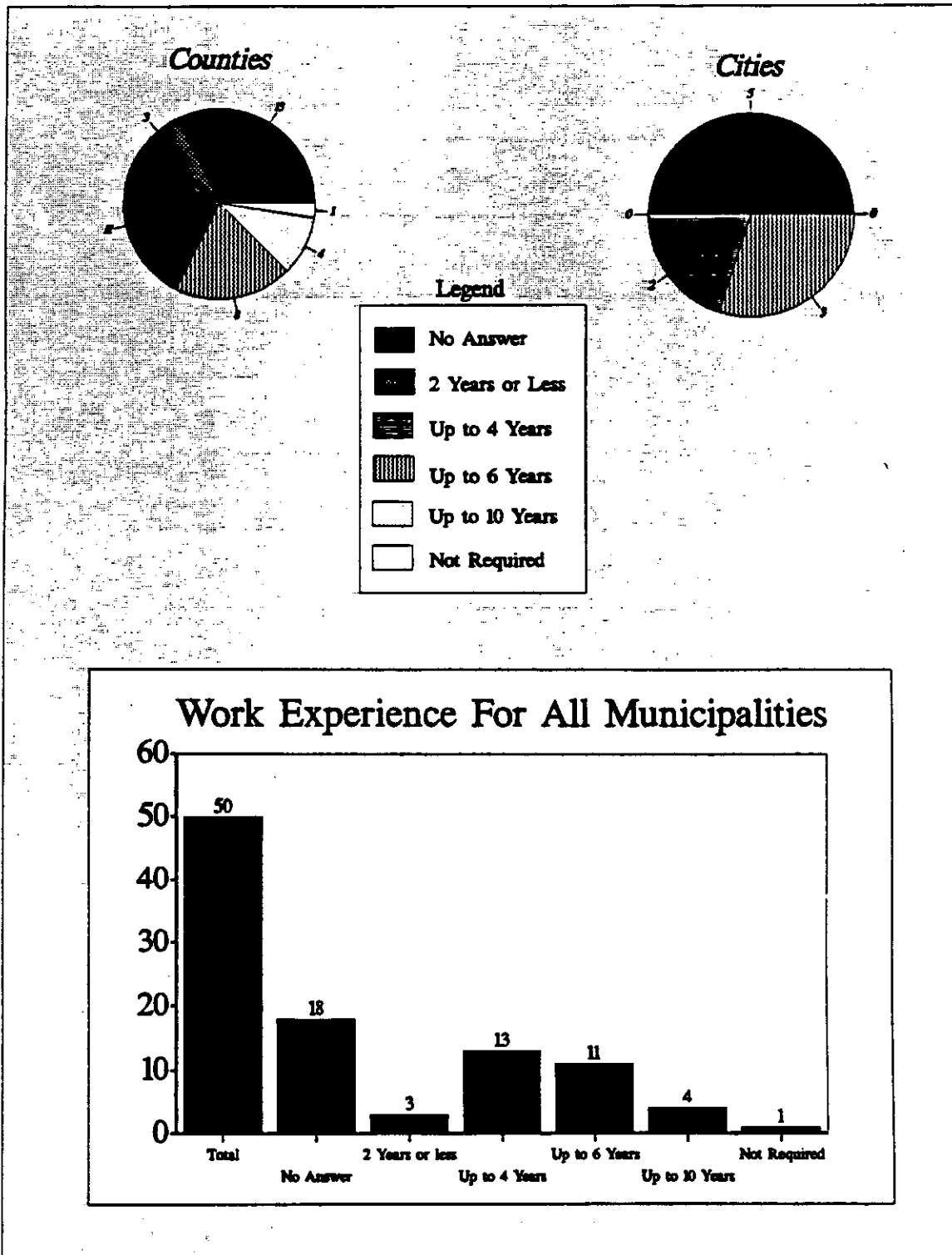


Figure - 5: Work Experience Requirements

4.1.2 Educational Background Requirements

TABLE-8 presents the educational background requirements for counties and cities. Of the 40 counties that have local licensing, 6 (15%) reported some educational background (high school or trade school) is required, 3 (7.5%) stated that lack of educational background can be substituted by work experience, 15 (37.5%) do not have educational background requirements, while 16 (40%) did not provide a response to this issue. Of the 10 cities that offer local licensing, only one city (10%) required high school background as mandatory, none allows substitution, 4 (40%) do not have any educational background requirements and 5 (50%) did not provide a response to this issue. In the overall, 14% require some educational background, 6% allow substitution, 38% have no requirements and 42% did not respond. FIGURE-6 illustrates the results in a graphic format.

Table - 8: Educational Background Requirements

	Total		Yes		Substitute Work Experience		Not Required		No Answer	
	#	%	#	%	#	%	#	%	#	%
Counties	40	100	6	15.0	3	7.5	15	37.5	16	40.0
Cities	10	100	1	10.0	0	0.0	4	40.0	5	50.0
All Municipalities	50	100	7	14.0	3	6.0	19	38.0	21	42.0

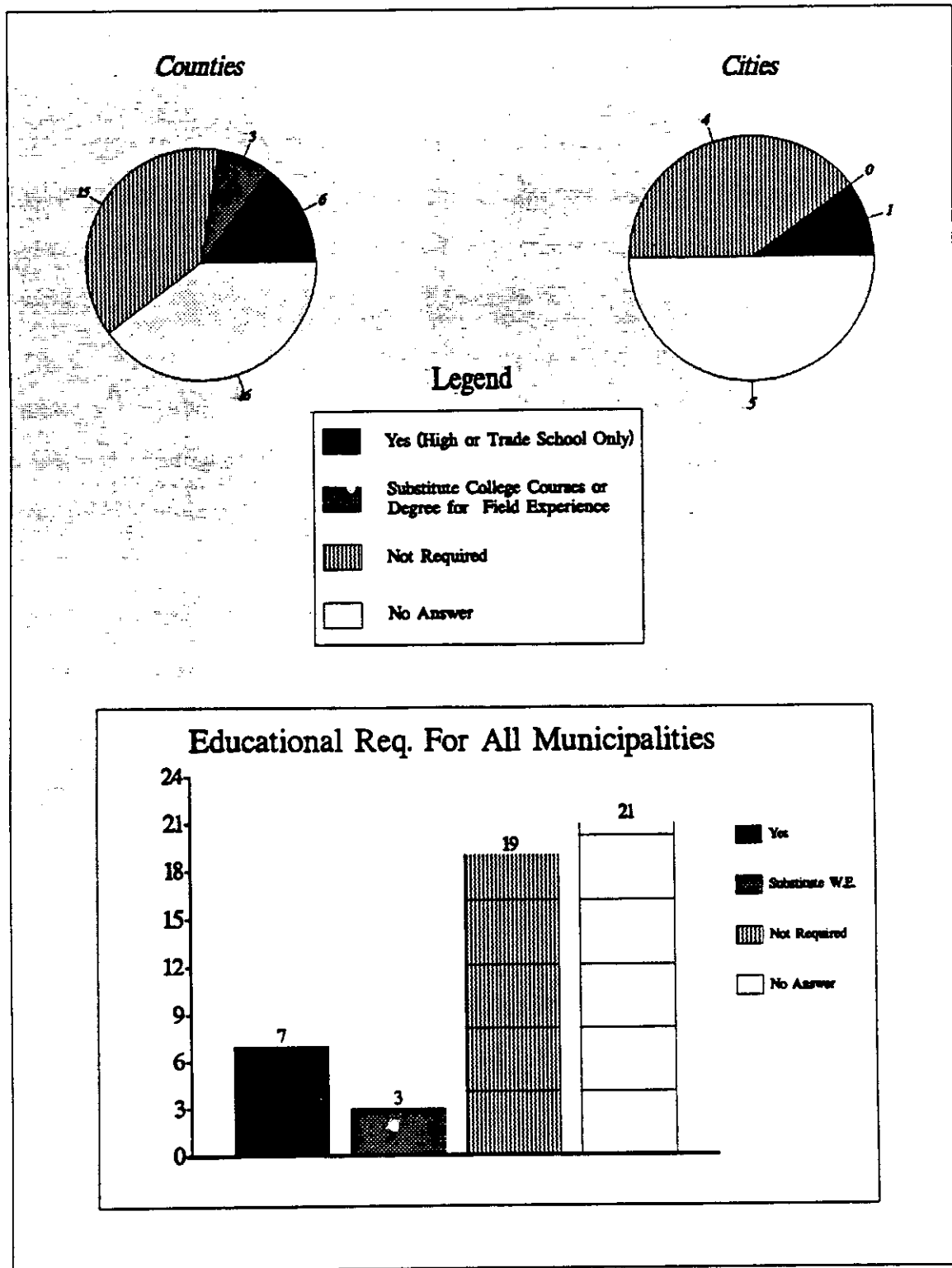


Figure - 6: Educational Background Requirements

4.1.3 Examination Requirements

TABLE-9 presents the counties and cities that require examination for awarding local licenses. Of the 40 counties that offer local licensing, 33 (82.5%) said that passing a test is required, none reported no test is required, while 7 (17.5%) did not provide a response to this issue. As far as the 10 cities that offer local licensing, 8 (80%) require a test, 1 (10%) said no test is required, and 1 (10%) did not provide a response to this issue. FIGURE-7 illustrates the results in a graphic format. It can be clearly seen that most of the counties and cities (82.0%) reported that a test is required to get a local license.

Table - 9: Examination Requirements

	<i>Total</i>		<i>Test Required</i>		<i>Not Required</i>		<i>No Answer</i>	
	<i>#</i>	<i>%</i>	<i>#</i>	<i>%</i>	<i>#</i>	<i>%</i>	<i>#</i>	<i>%</i>
Counties	40	100	33	82.5	0	0.0	7	17.5
Cities	10	100	8	80.0	1	10.0	1	10.0
All Municipalities	50	100	41	82.0	1	2.0	8	16.0

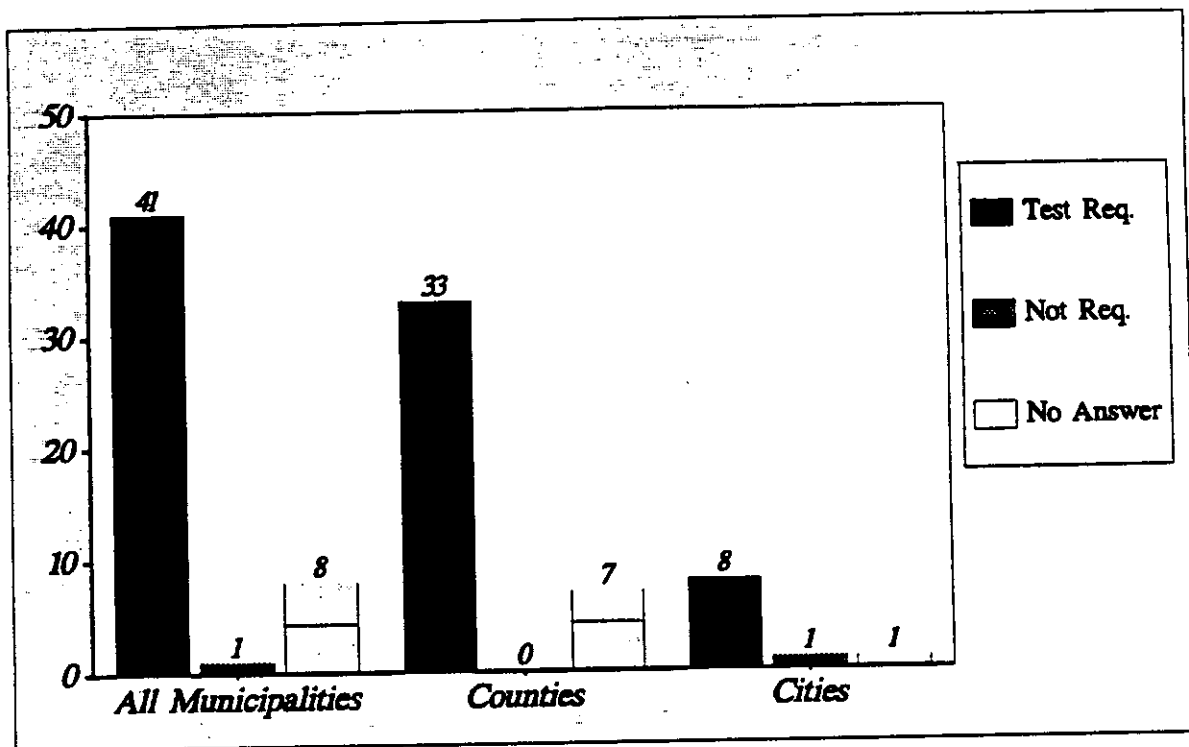


Figure - 7: Examination Requirements

4.1.4 Insurance Requirements

TABLE-10 presents the insurance requirements for counties and cities. Of the 40 counties which offer local licensing, 28 (70%) require insurance to license an applicant, (10%) do not, and 8 (20%) did not respond to this issue. Of the 10 cities that responded to the survey and offer local licensing, 7 (70%) require insurance, while 3 (30%) did not respond to this issue. In the overall, 70% of the municipalities surveyed require insurance for licensing, while 8% do not. FIGURE-8 illustrates the results in a graphic format.

Table - 10: Insurance Requirements

	Total		Required		Not Required		No Answer	
	#	%	#	%	#	%	#	%
Counties	40	100	28	70.0	4	10.0	8	20.0
Cities	10	100	7	70.0	0	0.0	3	30.0
All Municipalities	50	100	35	70.0	4	8.0	11	22.0

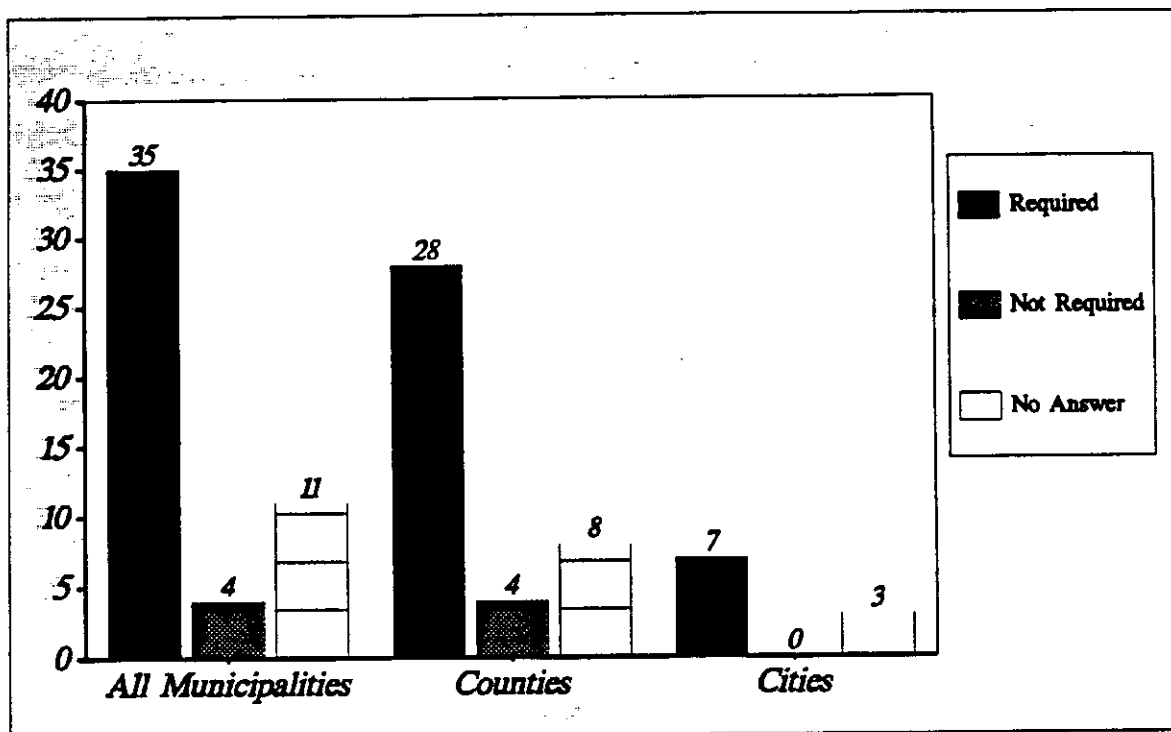


Figure - 8: Insurance Requirements

4.1.5 Fees Requirements

In TABLE-11 the different amounts for the fees required by different municipalities are represented. For the purpose of classification, the highest fee charged by a respondent was used to classify the particular municipality. For example, if a municipality has at least one of its fees for any category of license between \$150 and \$200, that municipality is listed in the "up to \$200" column, regardless of the other fees for other categories that the municipality has.

In TABLE-11, 13 counties (32.5%) ranked in the "up to \$50" column, while 12 (30%) ranked in the "up to \$100" column. Number of counties decreases for higher costs of fees: 4 (10%) for the "up to \$150," 1 (2.5%) for \$200 and 3 (7.5%) for \$300. Cities show a similar pattern, with 20% of the cities in the "up to \$50" range and same value for "up to \$100". Only 1 city reported to have fees for licenses in the "up to \$300" category. FIGURE-9 illustrates the results in a graphic format.

Table - 11: Fees Requirements

	Total		Up To \$50		Up To \$100		Up To \$150		Up To \$200		Up To \$300		No Fees		No Answer	
	#	%	#	%	#	%	#	%	#	%	#	%	#	%	#	%
Counties	40	100	13	32.5	12	30.0	4	10.0	1	2.5	3	7.5	0	0.0	7	17.5
Cities	10	100	2	20.0	2	20.0	0	0.0	0	0.0	1	10.0	1	10.0	4	40.0
All Municipalities	50	100	15	30.0	14	28.0	4	8.0	1	2.0	4	8.0	1	2.0	11	22.0

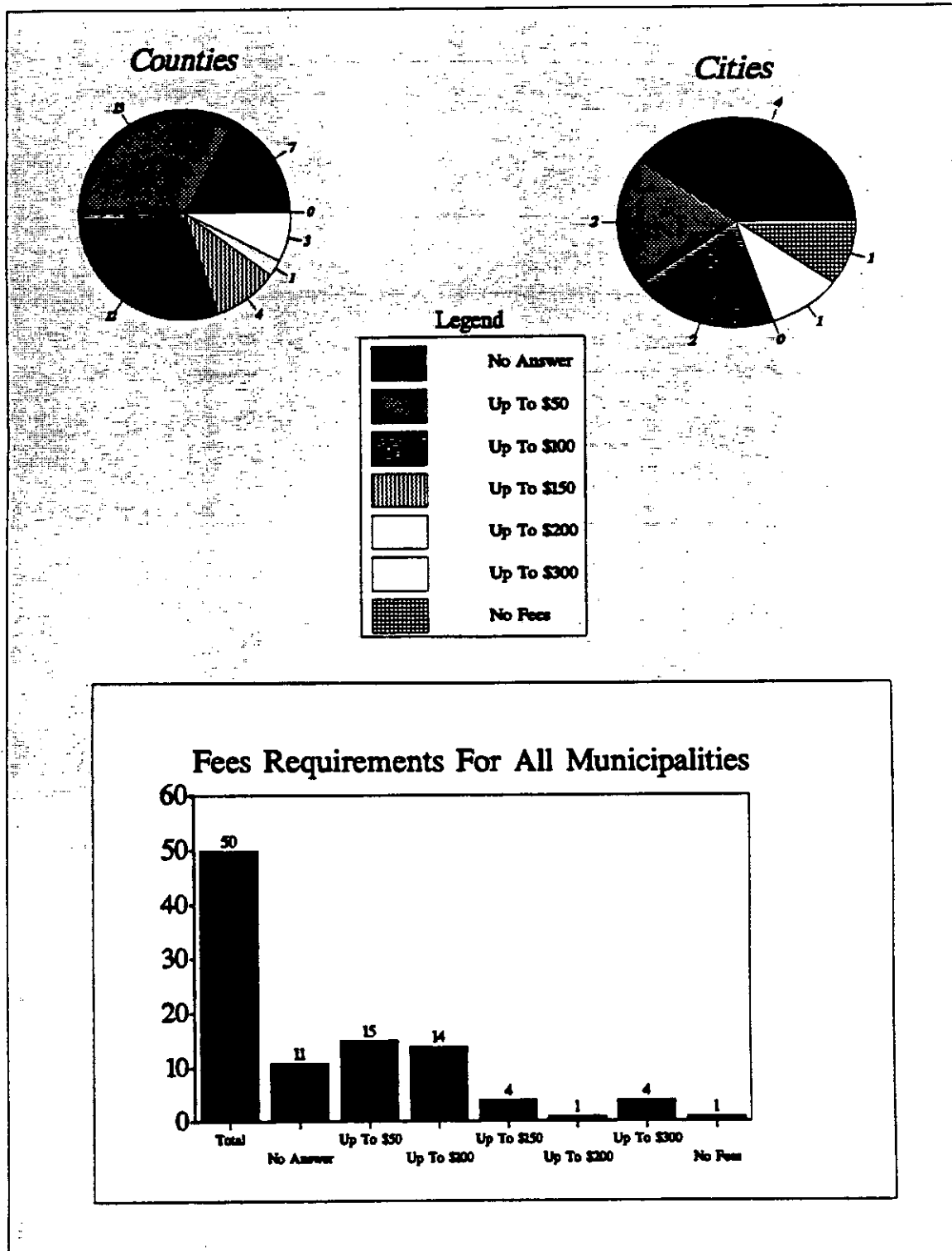


Figure - 9: Fees Requirements

4.2 SPECIFIC REQUIREMENTS" VERIFICATION

This section presents the different methods used by the local agencies in verifying financial and experience requirements.

4.2.1 Financial Verification

The reason for financial requirements stems from the regulating bodies obligations to protect the public. By requiring contractors to meet certain financial requirements, the public is protected against economic loss that might be incurred due to a contractor's inability to pay. This concept has been drafted by many local municipalities. FIGURE-10 illustrates the varying methods used to insure a contractor's financial stability by the responding locales. The X-axis (top row) enumerates these methods, each being derived from the questionnaire and described hereinafter.

The "Applicant Affidavit" consists of a notarized form completed by the contractor, contesting that the submitted financial information is true. This information includes a

COUNTIES

	Applicant's Affidavit	Insurance Certificates	Certified Financial Statement By CPA	Uncertified Financial Statement	Credit Reports From Credit Agency	Letters From Another Agencies Or Personal	Same As The Florida DPR	No Requirements	No Answer
BAKER				X					
BAY								X	
BROWARD					X				
CHARLOTTE					X				
CITRUS		X	X	X	X				
DADE					X				
DESOTO		X							
ESCAMBIA		X							
GADSDEN									X
HAMILTON	X	X	X		X				
HENDRY	X	X					X		
HERNANDO	X		X	X	X		X		
HIGHLANDS					X				
HILLSBOROUGH				X	X				
HOLMES									X
JACKSON				X	X				
JEFFERSON				X	X				
LAFAYETTE	X								
LAKE								X	
LEE					X				
MADISON		X							
MANATEE	X				X				
MARION								X	
MARTIN	X					X			
ORANGE		X							
OSCEOLA								X	
PALM BEACH				X	X				
PASCO				X	X				
PINELLAS									X
POLK				X	X				
PUTNAM		X							
SARASOTA	X	X	X	X					
SEMINOLE	X	X	X			X			
ST. JOHNS								X	
ST. LUCIE			X						
SUMNER					X				
SUWANEE	X					X			
TAYLOR		X		X					
VOLUSIA		X							
WALTON		X							
No. of Counties	9	13	6	11	16	3	2	5	3

CITIES

BUNNEL	X	X							
CAPE CORAL					X				
DELAND		X							
JACKSONVILLE	X	X							
KEY WEST	X	X							
KISSIMEE			X						
PORT ST. LUCIE					X				
PUNT GORDA					X				
SANIBEL									X
TALLAHASSEE									X
No. of Cities	3	4	1	0	3	0	0	0	2
No. of Municipalities	12	17	7	11	19	3	2	5	5

Figure - 10: Financial Verification Methods

list of banks (with corresponding accounts) used by the applicant, any pertaining life insurance, and any possible stocks or securities.

The rationale behind "Insurance Certificates" being used to substantiate a contractor's financial stability is the contractor's capital standing as already been verified by the insurer prior to the issuance of these policies.

The "Certified Financial Statements" usually consist of a balance sheet and income statement. The enclosed information, in turn, is verified by the seal of a CPA (Certified Public Accountant).

Similarly, the "Uncertified Financial Statements" contain the same accounting documents. Alternatively, they are usually verified by the notarized nature of the contractor.

Another method employed by many locales is the use of "Credit Reports". Here, the contractor procures a credit report, customarily from a well known agency, to corroborate his financial standing.

An alternative method utilized by a few municipalities is "Letters from Other Agencies or personnel". This includes letters from banks, material suppliers, and subcontractors involved with the contractor. The justification for the contractor's financial stability being the past monetary record with various entities. Municipalities utilizing this procedure predominantly require at least three such letters.

Some locales use the same methods for financial verification prescribed by the Florida Department of Professional Regulations (FAC 21E-15.005). It, in turn, is comprised of some of the aforementioned methods.

The Y-axis of FIGURE-10 is a set up synonymous to the Y-axis in FIGURE-4, described in Chapter 3. Similarly, to view those methods that are utilized by a specific municipality, simply search that municipality's row and locate the corresponding method's columns indicated by an "X". It is obvious that some municipalities utilize more than one method of financial verification. The total number of locales that utilize each individual method has been figured at the bottom of each pertaining method's column.

This totaling has been done first for counties, then cities, and lastly for all municipalities.

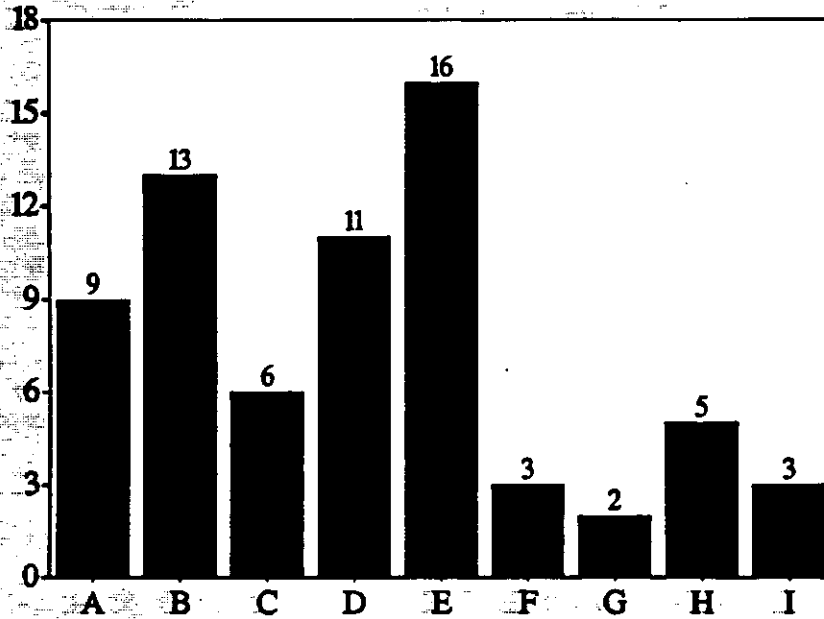
TABLE-12 illustrates each method's percentage, as well as relisting these totals. In the far left column the different methods of financial verification have been enumerated A through I. The column to the right lists the totals of the individual categories for counties, with the corresponding percentage in the adjacent column. This procedure has been duplicated for cities, and for all municipalities in the succeeding columns. The prevalent methods utilized by counties, cities, and all municipalities are indicated in TABLE-12 by the large percentages; however, a better illustration of these predominant methods is expressed in FIGURE-11, FIGURE-12, and FIGURE-13. FIGURE-11 graphically shows the distribution of the varying methods used by the 40 responsive counties subsequently offering local licensing. The different methods are represented on the X-axis by the letters A through I, while the Y-axis scales their amounts. The lower table redefines the financial verification strategies A through I. the dominant tactics used on the county level are clearly "Credit Reports: and "Insurance Certificates"

Table - 12: Financial Verification Methods

Criteria	Counties		Cities		All Municip.	
	#	(*) %	#	(*) %	#	(*) %
A: Applicant's Affidavit	9	22.5	3	30.0	12	24.0
B: Insurance Certificates	13	32.5	4	40.0	17	34.0
C: Certified Financial Statement By CPA	6	15.0	1	10.0	7	14.0
D: Uncertified Financial Statements	11	27.5	0	0.0	11	22.0
E: Credit Report From Credit Agency	16	40.0	3	30.0	19	38.0
F: Letters From Another Agencies Or Personal	3	7.5	0	0.0	3	6.0
G: Same As The Florida Department Of Professional Regulations	2	5.0	0	0.0	2	4.0
H: No Requirements	5	12.5	0	0.0	5	10.0
I: No Answer	3	7.5	2	20.0	5	10.0

(*) The percentages are based on 40 Counties, 10 Cities, and total of 50 Municipalities who responded to the questionnaire.

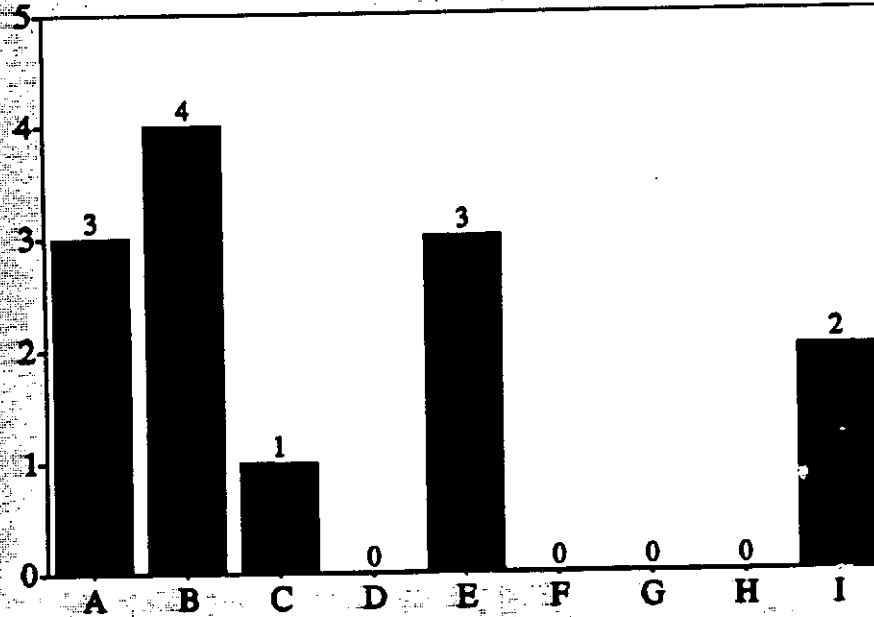
Counties



- A: Applicant's Affidavit
- B: Insurance Certificates
- C: Certified Financial Statement By CPA
- D: Uncertified Financial Statements
- E: Credit Reports From Credit Agency
- F: Letters From Another Agencies Or Personal
- G: Some As The Florida Department Of Professional Regulations
- H: No Requirements
- I: No Answer

Figure - 11: Financial Verification for Counties

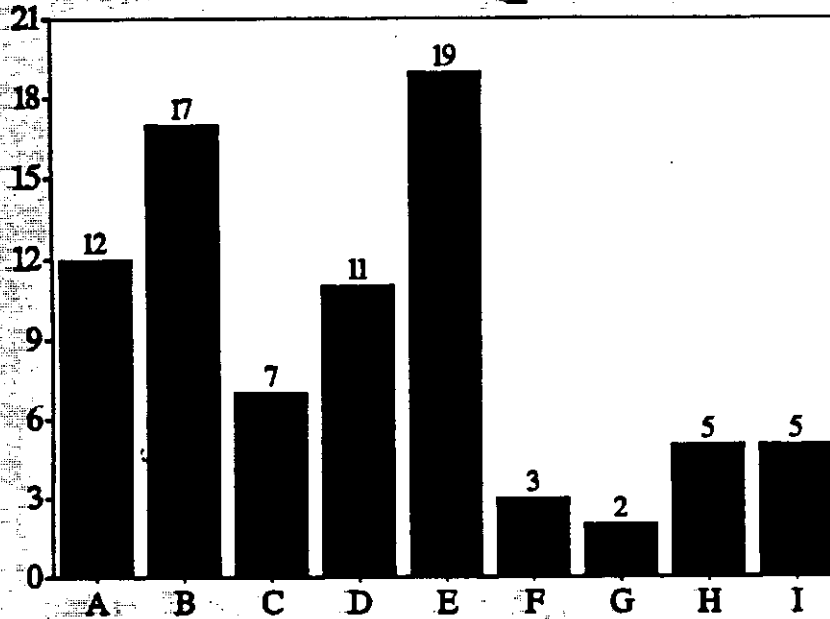
Cities



- A: Applicant's Affidavit
- B: Insurance Certificates
- C: Certified Financial Statement By CPA
- D: Uncertified Financial Statements
- E: Credit Reports From Credit Agency
- F: Letters From Another Agencies Or Personal
- G: Some As The Florida Department Of Professional Regulations
- H: No Requirements
- I: No Answer

Figure - 12: Financial Verification for Cities

All Municipalities



- A: Applicant's Affidavit
- B: Insurance Certificates
- C: Certified Financial Statement By CPA
- D: Uncertified Financial Statements
- E: Credit Reports From Credit Agency
- F: Letters From Another Agencies Or Personal
- G: Some As The Florida Department Of Professional Regulations
- H: No Requirements
- I: No Answer

Figure - 13: Financial Verification for All Municipalities

(E and B).

FIGURE-12 is constructed in the same manner as FIGURE-11, however the distribution here is representative of the 10 responsive cities that subsequently offer local licensing. The dominant tactics of "Insurance Certificates" and "Credit Reports" are still visible with the exception of the "Applicants Affidavit" being among the prevalent methods. The reason for the discrepancy seems to stem from inadequate amount of cities in the census pool. If more cities that offer local licensing were to respond, perhaps the distribution would become synonymous to the distribution for counties.

The combination of these two distributions is visible in FIGURE-13, for all municipalities. The prevalence with "Credit Reports" and "Insurance Certificates" being used to prove financial stability, obviously remain.

Similarly, the state licensing system requires contractors to procure a credit report, from a nationally recognized credit bureau, and to submit financial statements not older than 12 months. The symmetry between

the state licensing system's method of financial verification and the various local methods is obvious. The state system, however, is further enhanced by requiring contractors to demonstrate varying minimum net worth amounts for the individual licensing categories.

4.2.2 Experience Verification

Another concern of regulating bodies is the verification of contractor's experience. By requiring contractors to possess experience in their respective trades, it is the regulating body's intention to protect the public. The rationale being that with experience will accompany the knowledge to complete a job that is conducive to public safety. It is usual practice of regulatory systems to accept educational requirements in lieu of experience; however, some degree of actual experience is always required. The Construction Industry Licensing Board reviews the contractor's experience for the state licensing system. The method of verification employed by the state consists of an affidavit prepared by either a state certified Florida contractor, an architect or engineer licensed in the state, or two building officials from any

U.S. possession. The affidavit contains a chronological list of active experience, including the name and address of employers and dates of employment.

The different forms of experience verification on the local level were indicated in the returned questionnaires. They are listed on the X-axis (top row) of FIGURE-16 and described hereinafter.

The "Applicants Affidavit" involves a notarized statement made out by the contractor. Usually lists the name, address, and telephone number of past employers. A description of the contractor's responsibilities accompanies the list. The rationale being that the regulatory agency can verify the contractor's experience as a competent builder by questioning his references.

The same concept is embodied in the "Employer's Verification". This includes relatively the same information prescribed in the "Applicants Affidavit", however, this statement is filled out by the employer.

The use of "Income Tax Forms" is another method used

COUNTIES

	Applicant's Affidavit	Employer's Verification	Income Tax Forms	Certification From Another License Holder	Certification From Another Professional (A/E)	Letters From Another Agencies Or Personal	Same As The Florida DPR	No Requirements	No Answer
BAKER	X								
BAY	X	X	X	X	X				
BROWARD		X			X				
CHARLOTTE		X	X	X	X				
CITRUS		X		X	X				
DADE		X	X						
DESOTO				X					
ESCAMBIA		X	X	X	X				
GADSDEN									X
HAMILTON	X			X	X				
HENDRY	X						X		
HERNANDO	X	X	X	X	X				
HIGHLANDS	X	X		X	X				
HILLSBOROUGH	X	X		X					
HOLMES									X
JACKSON		X							X
JEFFERSON									X
LAFAYETTE	X								
LAKE		X		X	X				
LEE		X		X					
MADISON	X								
MANATEE		X		X	X				
MARION	X	X	X						
MARTIN	X	X	X	X	X				
ORANGE		X		X	X				
OSCEOLA				X	X				
PALM BEACH		X	X	X					
PASCO	X	X	X	X	X				
PINELLAS									X
POLK		X	X	X					
PUTNAM	X	X		X					
SARASOTA		X	X	X	X				
SEMINOLE	X	X	X	X		X			
ST. JOHNS				X					
ST. LUCIE								X	
SUMTER		X		X	X				
SUWANEE	X					X			
TAYLOR									X
VOLUSIA		X		X	X	X			
WALTON								X	
No. of Counties	15	25	12	24	17	3	1	2	5

CITIES

BUNNEL	X	X							
CAPE CORAL	X					X			
DELAND						X			
JACKSONVILLE	X	X							
KEY WEST	X	X	X	X					
KISSIMMEE	X	X			X				
PORT ST. LUCIE	X	X				X			
PUNT GORDA	X								
SANIBEL									X
TALLAHASSEE	X	X							
No. of Cities	8	6	1	1	1	3	0	0	1
No. of Municipalities	23	31	13	25	18	6	1	2	6

Figure - 14: Experience Verification Methods

to verify a contractor's experience. Considering the listed occupation, past income tax forms would indicate the number of years of experience.

Verification can also be substantiated by another licensed contractor, which is implied in the category "Certification from Another License Holder". The usual stipulation being the license, and is held by a contractor in the State of Florida. Much of the same information described in the "Applicants Affidavit" would be included.

"Certification from Another Professional" entails the same principal, however, this category includes professionals (eg. Architects and Engineers) other than contractors.

Some municipalities allow the use of letters from other agencies or personnel to substantiate a contractor's experience. Verification by a building official would be an example.

One municipality submitted that is utilized the same methods prescribed by the Florida Department of

Professional Regulations, which was described earlier in the state system and contains many of the local methods expressed here.

The Y-axis, like in similar preceding tables, contain the county and city divisions with their members alphabetically ordered. The "X" markings indicate that the municipality in the corresponding row offers that particular method called out in that respective column. It is apparent from FIGURE-14 that many municipalities employ more than one method of experience verification. The totals for the various methods have been figured at the bottom of their columns, first for counties, then cities, and then all municipalities. TABLE-13 lists the methods in the far left column, with their totals for counties listed in the column to the right. The adjacent column depicts these totals as percentages. The remaining columns duplicate this process for cities and for all municipalities. To more clearly visualize the predominant methods of experience verification used, each category's totals have been represented in a bar chart format.

FIGURE-15 depicts the distribution of the various

Table - 13: Experience Verification Methods

Criteria	Counties		Cities		All Municip.	
	#	(*) %	#	(*) %	#	(*) %
A: Applicant's Affidavit	15	37.5	8	80.0	23	46.0
B: Employer's Verification	25	62.5	6	60.0	31	62.0
C: Income Tax Forms	12	30.0	1	10.0	13	26.0
D: Certification From Another Professional Holder	24	60.0	1	10.0	25	50.0
E: Certification From Another Professional (A/E)	17	42.5	1	10.0	18	36.0
F: Letters From Another Agencies Or Personal	3	7.5	3	30.0	6	12.0
G: Same As The Florida Department Of Professional Regulations	1	2.5	0	0.0	1	10.0
H: No Requirements	2	5.0	0	0.0	2	20.0
I: No Answer	5	12.5	1	10.0	6	12.0

(*) The percentages are based on 40 Counties, 10 Cities, and total of 50 Municipalities who responded to the questionnaire.

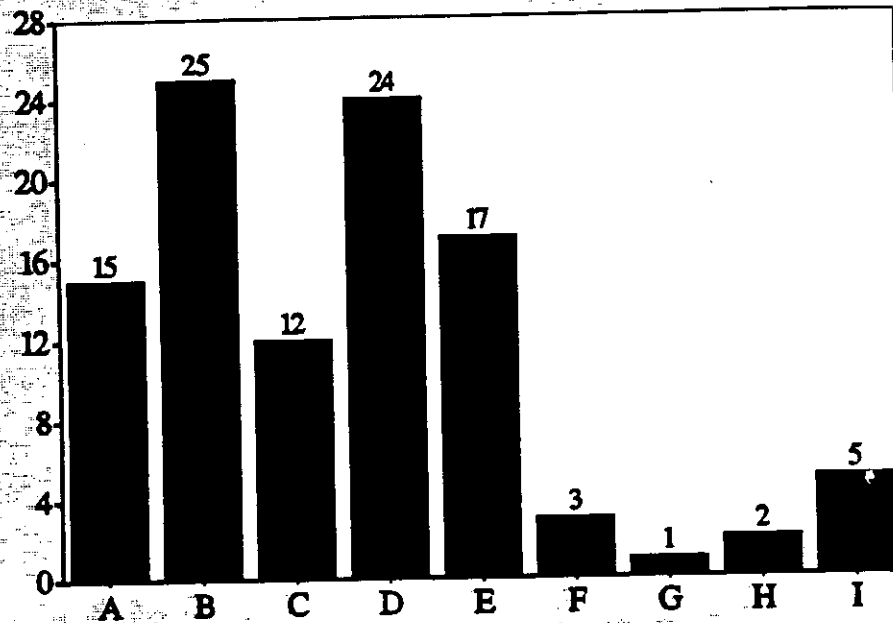
methods used by counties.

the X-axis lists the verification methods A through I, while the Y-axis scales their amounts. The lower table redefines the methods A through I. At the county level verification methods that are the most prevalent, are "Employer's Verification" and "Certification from another License Holder" (B and D).

Comparatively, FIGURE-16 illustrates a change in the distribution at the city level. Even though "Employer's Verification" (B) is used extensively, the prevalent method of experience verification is through the use of "Applicant's Affidavits" (A).

The continuity between the state system and local systems become vivid in FIGURE-17. The two predominant methods used on the local level mirror those of the state.

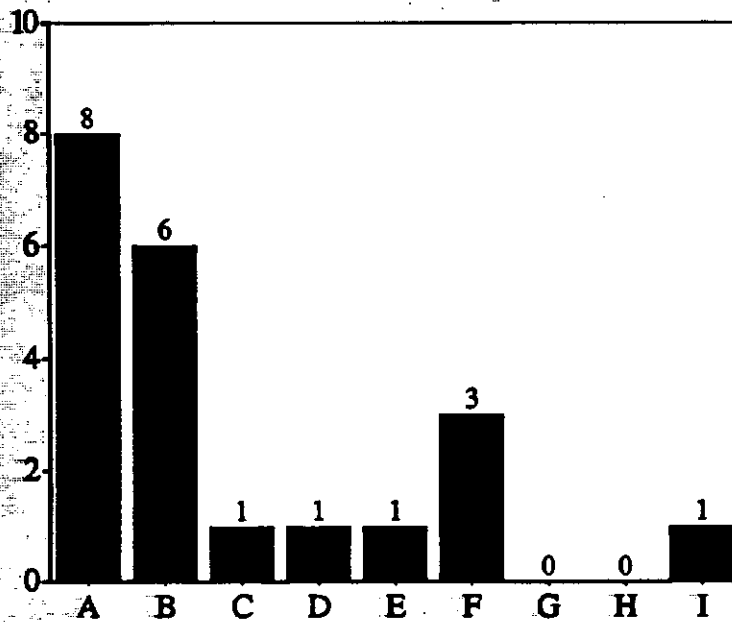
Counties



- A: Applicant's Affidavit
- B: Employer's Verification
- C: Income Tax Forms
- D: Certification From Another License Holder
- E: Certification From Another Professional (A/E)
- F: Letters From Another Agencies Or Personal
- G: Same As The Florida Department Of Professional Regulations
- H: No Requirements
- I: No Answer

Figure - 15: Experience Verification For Counties

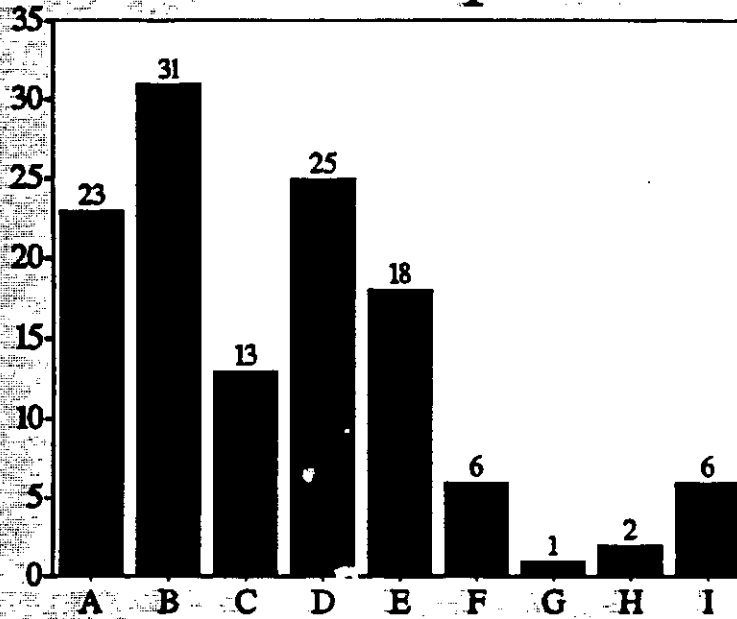
Cities



- A: Applicant's Affidavit
- B: Employer's Verification
- C: Income Tax Forms
- D: Certification From Another License Holder
- E: Certification From Another Professional (A/E)
- F: Letters From Another Agencies Or Personal
- G: Same As The Florida Department Of Professional Regulations
- H: No Requirements
- I: No Answer

Figure - 16: Experience Verification For Cities

All Municipalities



- A: Applicant's Affidavit
- B: Employer's Verification
- C: Income Tax Forms
- D: Certification From Another License Holder
- E: Certification From Another Professional (A/E)
- F: Letters From Another Agencies Or Personal
- G: Same As The Florida Department Of Professional Regulations
- H: No Requirements
- I: No Answer

Figure - 17: Experience Verification For All Municipalities

5. LICENSING STEPS AND PROCEDURES

It has become evident that there exists many similarities between the state licensing system and the various local systems as a whole. Both use parallel methods for financial and experience verification, both require contractors to procure insurance, and they require contractors to pass a comprehensive exam. Comparatively, it seems there is disunification between the local licensing system, as demonstrated by FIGURE-18.

FIGURE-18 depicts the sequence of requirement submittal to be followed in order to acquire a license in the different locales. The X-axis contains the different submittal requirements, many of which have already been fully described in the previous chapter.

The requirements of "File Application" and "Payment of

	File Application	Payment of Application Fee	Submit Experience Verification	Submit Financial Statements	Submit Credit Reports	Submit Insurance Verifications	Submit Bond Requirements	Examination	Submit Proof of Education / Training	Appeals	Payment of License Fee	Other			
												Copy of Articles of Incorporation	State Registration Board Approval	Other	
BAKER	1	2	1A	1B		1C	4B	3	1A		4A				
BAY	1	4	2					5	3	7	6				
BROWARD							No Answer								
CHARLOTTE	1	5	2			8		6	4	7	9				
CITRUS	1	2	1	1	3	4	4	3	1		4				
DADE	1	2	3		1	6		4			7				
DESOTO	1	2	3		5	4		5			6				
ESCAMBLA	1	1	2			4		3			5				
FRANKLIN															
GADSDEN	2	3				4	5	1			6				
HAMILTON	1		1	2	2	2		1	1		3				5
HENDRY	1					3		2			6		4		
HERNANDO	2	3				7		6	1		5		8	4	
HIGHLANDS	1		2		3			4			5				
HILLSBOROUGH	1	2	1	1	1	5	5	4	1	7	6				3
HOLMES			1	2	3	6		4			5				
JACKSON	5		1	2	3	4					6				
JEFFERSON							No Answer								
LAFAYETTE	2	1	3	3	3	3	3	4	3	5	6				
LAKE	3					4	5	2	1		6				
LEE	2		3		4	10		1	5	9	11		12	8	6
MADISON					3	2		1							
MANATEE	1		1	1	1	6		3/4			5			2	4
MARION	1	1	1			3		2	1		4				
MARTIN	1	2	3	4		7		6	5		8				
ORANGE	1	6	2				8	7	2	5	8			4	
OSCEOLA	1	1	1			2	2	1	1		2		2		
PALM BEACH	1	1	1	1	1	3	3	2	1						
PASCO	1(1)	1(2)	1(3)	1(4)	1(5)	3(2)	3(1)	2	1(3)		4				
PINELLAS															
POLK	2		3	1A	4	5	6	1	1B		7				
PUTNAM	1		2			3	3	4	2		5				
SARASOTA	1		2	3	4	8		7	5	6	9				
SEMINOLE	1	9	2	3	4	5	6	7	8		10			11	
ST. JOHNS	1A	2	1B			1C	1D		1E		3				
ST. LUCIE	1	2	3	6	7	8		5	4	9	10				
SUMTER	1	2	3	4	5	8		7	6		9				
SUWANEE	1	2	3		4	7		6	5						
TAYLOR	2			2	2	2		1			3				
VOLUSIA	1	2	3					4							
WALTON						2		1			4		3		
WASHINGTON															

	1	2	4	5	6	7	8	9	10	11	12	13	14	15	16
BUNNEL	1	2	4												
CAPE CORAL					No Answer										
DELAND	1	5	2		2	2	3	2			4				
JACKSONVILLE															
KEY WEST	1	2	3		4	5	6	7			9				
KISSIMMEE	3	4	1	5	6	8	9	7	2	11	10				
PORT ST. LUCIE	2	8	3		4	5		1			9	7			10
PUNT GORDA	1		5		3	4		2			6				
SANIBEL					No Answer										
TALLAHASSEE	1	1	1		3	3	2	1							

Figure - 18: Steps for Obtaining a Local License

Application Fee" represent exactly what they imply: "File Application" is the submittal of the locale's standardized form containing general information about the contractor, and "Payment of Application Fee" involves the fee submittal for filing the application and other verification statements (ie. experience, financial). This non-refundable fee covers the costs incurred for filing the application by the municipality.

The requirements of experience and insurance verification, financial statements, and credit reports have all been discussed in the previous chapter. Their listings here signify the different times that these submittal are required for the individual local jurisdictions.

Occasionally, a municipality will require a contractor to procure a bond in addition to the insurance requirements to further enhance public protection. This procedural requirement is listed as "Submit Bond Requirements".

The examination requirements, in addition to being different for each licensing category, also differ between the individual municipalities. However, most of them accept

the "Block and Associates" exam. Its procedural sequence also varies between the locales as indicated under the requirement "Examination".

In the instance that an applicant is not approved for a local license, the applicant can try and over turn these findings. This contingency is represented by the procedure "Appeals".

The "Payment of License Fee" is simply what it implies. Upon approval of all other requirements, the contractor must submit a fee for the license.

All of the preceding requirements were offered in the questionnaire for enumeration by the responding municipalities; however, there are some procedures utilized by individual locales that were indicated by a "write-in" under an "Other" category. These include "Copy of Articles of Incorporation", "State Registration", "Broad Approval" and "Other"

"Copy of Articles of Incorporation" consisting of articles used for registering the construction company with

the state.

"State Registration", although mandatory for all municipalities, was indicated by some responding locales as a sequential step in procuring a local license. State recognition involves filing of the contractor with the State's Construction Industry Licensing Board.

"Board Approval" represents the review of the contractor's credentials and various submittal by the regulatory board of an individual locale. The issuing of the license is subject to board approval.

The "Other" column depicts requirements that were only indicated by an individual municipality. These municipalities with their corresponding requirements are indicated bellow:

- * Henry -- Submittal of picture ID
- * Hillsborough -- Application reviewed by Board of
Examiners
- * Lee -- fictitious name filing
- * Manatee -- Notification of exam results

* Port St. Lucie -- Letter of recommendation

The Y-axis of FIGURE-18 is constructed in the same manner as in similar preceding tables. In order to view the sequence of a particular municipality, search across its row. The sequence is designated in numerical order, with the digits enumerating the corresponding requirement in that column. The repetition of a single digit across a municipality's row indicates that those requirements are submitted simultaneously.

The addition of letters to the numerical sequencing listing in the municipal rows of Baker, Pasco, and St. Johns is due to the exact duplication of their responses from the questionnaire. The sequence for each of these municipalities is easily derived by simply ignoring the letter suffixes.

The omission of any numerical system is also apparent in many municipal rows. This is either due to the omission of any response to this section, or the inability to determine the sequence from supporting documents.

The most important observation in FIGURE-18, however, is the varying sequences of requirement submittal. Even though some municipalities have similar procedural sequences, it seems that no two are exactly alike; suggesting that a contractor from one jurisdiction is required to learn an entirely new procedure in order to procure a license from another locale. This observation depicts the differences between the municipalities, further substantiating the heterogeneous nature between the various local licensing systems.

6. INTERVIEWS

The previous chapters of this report have contained extensive data concerning the various local licensing systems presently in operation throughout the State of Florida. This information was compiled from the responses to a comprehensive survey, depicting the varying requirements and characteristics of the licensing systems on each of the municipal levels. However, to better understand and evaluate these local systems, interviews with personnel in charge of the local licensing systems were conducted. The main purpose was to establish the efficiencies of the local level and conversely, how the state licensing system is viewed by the different locales. Although these are opinionated responses and not substantiated with relative data, they are considered pertinent since they are derived from actual experience with the licensing systems.

A total of 5 interviews were performed with the attempt to sample from different geographical locations and varying municipal sizes. The geographical locations vary from South Florida to Upper Central Florida. The municipalities questioned in Upper Central Florida include:

Orange County;
City of Kissimmee; and
City of Gainesville;

Those in South Florida include:

Dade County
Broward County.

None of the cities in Dade and Broward counties were interviewed, simply because they do not offer local licensing.

Due to the concern on the part of a few of the interviewees, all the information contained hereinafter is mentioned anonymously.

The predominant opinion held throughout the interviews favored local licensing (4/5 of the interviewees thought

well of local licensing). One of the advantages cited concerned contractor qualifications. Although only true of some locales, the protection of the community was thought to be better served by the more stringent requirements maintained by the municipality, rather than of the state.

Credit among the more rigorous requirements were greater experience and more difficult testing. In fact, one interviewee stated a direct correlation between these more stringent requirements and the increase in local licenses obtained. The local license was harder to procure, making it more prestigious to obtain. Still, these more rigorous requirements than that of the state are not representative of all municipalities.

Another advantage of local licensing that was expressed was that of control. The centralization of control allows the municipalities to expedite complaints without referring to the state. The municipalities credit this centralization of control for the efficient policing of the construction industry by the locales.

Although the majority interviewed thought the local

licensing system to be effective, there were some that recognized short comings. A predominant concern was placed upon suspended licenses. At the present, there is no way of determining if a contractor has been suspended in another jurisdiction; this allows contractors to move from municipality to municipality upon notice of suspension. Another change recommended suggested that there should be a mandatory continuing education program set up on the local level.

The predominant view towards the state system was favorable; 4/5 defended the state system as a necessity, attesting that it allowed contractors to work freely throughout the state. However, there was an extensive amount of criticism towards the state level.

Apparently, the state requires specialty contractors on the local level to be registered with the state (i.e. Construction Industry Licensing Board). The municipalities contend that this extra procedure (and additional fee) does not provide any benefit to the contractors. In fact, it allows them to be "double fined" if they are found guilty of an offense: once by the municipality level, once at the

state level. It was the predominant opinion in the interviews that the state should abandon these registration requirements.

The state system was further criticized for its inadequate review of state licensed contractors. The state board travels to different areas, checking contractors and reviewing cases solely in the occupied area; this makes it more difficult to prosecute state licensed offenders. It was suggested that the board be split into three separate geographical regions: North Florida, Central Florida, and South Florida. Each with its own board. This would give more efficient control over state certified contractors.

Not all of the locales interviewed believe both licensing systems are thoroughly effective. They do, however, recognize the importance of the dual level licensing system: one at the state level, the other one at the local level. Still, there is an expressed opinion that these two systems should be entirely separate.

APPENDIX A: The Local Licensing Questionnaire

The questionnaire used in this study is provided in this appendix.



STATE OF FLORIDA
DEPARTMENT OF EDUCATION

THE BUILDING CONSTRUCTION INDUSTRY ADVISORY COMMITTEE
M.E. Rinker, Sr. School of Building Construction - Room 101 FAC
University of Florida, Gainesville, Florida 32611-2032 - 904/392-5965

BETTY CASTOR
COMMISSIONER

Wm. Cecil Golden
Deputy Commissioner
Ex-Officio
Tallahassee

William Conway
Ormond Beach
Chair

Donald Dolan
Miami

Deane Ellis
Deer Beach

Joseph Holland
Daytona Beach

Harold Johnson
Winter Garden

Thomas Mack
Lakeland

John Pistorino
Miami

Bruce Simpson
Gainesville

Russell P. Smith
Boca Raton

Clifford I. Storm
Ft. Lauderdale

Warren Sutton
Hialeah

Eleste K. Valdez
Tampa

Dear Building Official:

The construction industry of the State of Florida, through its representatives on the Building Construction Industry Advisory Committee (BCIAC), requested that research be conducted to compile information about the licensing requirements in different counties and municipalities throughout the State.

A grant to accomplish this has been awarded to the Department of Construction Management at Florida International University (FIU.) As a first step, a survey is being conducted using the attached questionnaire. Your participation is of great importance to the successful completion of this research.

As the Executive Secretary of BCIAC, I would like to ask for your cooperation in making this research successful and beneficial.

Sincerely,


Brisbane H. Brown, Jr.
Executive Secretary

BHB;pw

Attachment

Department of Construction Management
Florida International University

Local Licensing Questionnaire

Name of County or Municipality: _____

1. Is your county or municipality involved in issuing contractors licenses?

A. YES (if so, please proceed to question number 2)

B. NO (if so, please provide the following information on the local agency that handles the local licensing requirements)

Agency Name: _____

Address: _____

City: _____ Zip: _____ Phone Number: _____

2. Has any other county or municipality adopted your licensing requirements and/or procedures?

A. YES, please name: _____

B. NO

3. Is your county or municipality willing to participate in a personal interview (if necessary) to further collaborate with this research?

A. YES, Contact Person Name: _____
Phone Number: _____

B. NO

4. Has your county or municipality adopted any amendments to the building code within the last three years?

A. YES

B. NO

5. If you answered YES in question 4, would you please send us a copy of such amendments with a reference to the code section amended.

ID Number: _____

FORM -A-

1. CATEGORIES:

What categories do your licensing procedures regulate? *(circle all categories applicable)*

A. BUILDING:

- | | |
|----------------------------------|-----------------------------------|
| 1. General | 2. Residential |
| 3. Sub-Building | 4. Sub-General |
| 5. Communication Tower | 6. Concrete Forming & Placing |
| 7. Demolition | 8. Drywall |
| 9. Glass & Glazing | 10. Lathing & Plastering |
| 11. Metal Decking & Siding | 12. Miscellaneous Metals |
| 13. Reinforcing Steel Placing | 14. Pneumatic Concrete & grouting |
| 15. Structural Steel Fabrication | 16. Pre-Cast Concrete Erection |
| 17. Signs (Non-Electronic) | 18. Unit Masonry |
| 19. Roofing | 20. Roof Deck |
| 21. Swimming Pool | 22. Welding Inspector |
| 23. Building Maintenance | |
| 24. Others (specify): _____ | |

B. ELECTRICAL:

- | | |
|-----------------------------|---------------------------------|
| 1. Master Electrician | 2. Journeyman Electrician |
| 3. Master Fire Alarm | 4. Maintenance Electrician |
| 5. Master Burglar Alarm | 6. Journeyman Burglar Alarm |
| 7. Journeyman Fire Alarm | 8. Journeyman Sign Electrician |
| 9. Master Sign Electrician | 10. Journeyman Electric Utility |
| 11. Master Electric Utility | |
| 12. Others (specify): _____ | |

C. PLUMBING:

- | | |
|--------------------------------|---|
| 1. Master Plumber | 2. Journeyman Plumber |
| 3. Master Gas Filter | 4. Maintenance Plumber |
| 5. Journeyman Gas Filter | 6. Swim. Pool Maintenance Master |
| 7. Swimming Pool Piping Master | 8. Swimming Pool Maintenance Journeyman |
| 9. Master Lawn Sprinkler | 10. Swimming Pool Piping Journeyman |
| 11. Journeyman Lawn Sprinkler | |
| 12. Others (specify): _____ | |

D. MECHANICAL:

- | | |
|------------------------------|-------------------------------|
| 1. General Master | 2. General Journeyman |
| 3. General Maintenance | 4. A/C Master |
| 5. A/C Journeyman | 6. A/C Maintenance |
| 7. Room A/C Master | 8. Room A/C Journeyman |
| 9. Room A/C maintenance | 10. Refrigeration Master |
| 11. Refrigeration Journeyman | 12. Refrigeration Maintenance |
| 13. Insulation Master | 14. Insulation Journeyman |
| 15. Insulation Maintenance | 16. Gasoline Tank Master |
| 17. Gasoline Tank Journeyman | 18. Gasoline Tank Maintenance |
| 19. Elevator Master | 20. Elevator Journeyman |
| 21. Elevator Maintenance | 22. Sheet Metal Master |
| 23. Sheet Metal Journeyman | 24. Sheet Metal Maintenance |

ID Number: _____

- | | | | |
|-----|---------------------------------------|-----|--------------------------------------|
| 25. | Fire Sprinkler Master | 26. | Fire Sprinkler Journeyman |
| 27. | Fire Sprinkler Maintenance | 28. | Pneumatic Control Piping Master |
| 29. | Pneumatic Control Piping Journeyman | 30. | Pneumatic Control Piping Maintenance |
| 31. | Pressure & Process Piping Master | 22. | Pressure & Process Piping Journeyman |
| 33. | Pressure & Process Piping Maintenance | | |
| 34. | Others (specify): _____ | | |

E. OTHERS (specify): _____

2. PROCEDURES:

A. How is experience verified? (Circle all that apply)

1. Applicant's affidavit
2. Employers's verification
3. Income Tax Forms
4. Certification from another license holder
5. Certification from another professional (professional engineer, licensed architect, etc...)
6. Other (specify): _____

B. How are financial requirements verified? (Circle all that apply)

1. Applicant's affidavit
2. Insurance certificate
3. Certified (by CPA) financial statements
4. Uncertified financial statements
5. Credit report from credit agency
6. Other (specify): _____

C. Indicate, in chronological order, the steps the applicant must follow in order to obtain a license in your jurisdiction.

(Fill in the number next to the step, 1=first, 2=second, 3=third, etc... Use 0 if the step not applied or required)

- | | |
|-------|---|
| _____ | File application |
| _____ | Payment of application fee |
| _____ | Submittal of experience verification |
| _____ | Submittal of financial statements |
| _____ | Submittal of credit reports |
| _____ | Submittal of insurance requirements |
| _____ | Submittal of bond requirements |
| _____ | Examination |
| _____ | Submittal of proof of education or training |
| _____ | Appeals |
| _____ | Payment of license fee |
| _____ | Other (specify) _____ |
| _____ | Other (specify) _____ |
| _____ | Other (specify) _____ |

ID Number: _____

APPENDIX B: List of the Surveyed Municipalities

The following is a list of all municipalities that received the questionnaire.

COUNTIES		
ALACHUA	GULF	NASSAU
BAKER	HAMILTON	OKALOOSA
BAY	HARDEE	OKEECHOBEE
BRADFORD	HENDRY	ORANGE
BREVARD	HERNANDO	OSCEOLA
BROWARD	HIGHLANDS	PALM BEACH
CALHOUN	HILLSBOROUGH	PASCO
CHARLOTTE	HOLMES	PINELLAS
CITRUS	INDIAN RIVER	POLK
CLAY	JACKSON	PUTNAM
COLLIER	JEFFERSON	SANTA ROSA
COLUMBIA	LAFAYETTE	SARASOTA CO
DADE	LAKE	SEMINOLE
DESOTO	LEE	ST. JOHNS
DIXIE	LEON	ST. LUCIE
DUVAL	LEVY	SUMTER
ESCAMBIA	LIBERTY	SUWANEE
FLAGLER	MADISON	TAYLOR
FRANKLIN	MANATEE	UNION
GADSDEN	MARION	VOLUSIA
GILCHRIST	MARTIN	WAKULLA
GLADES	MONORE	WALTON
		WASHINGTON

CITIES

ALACHUA	DANIA	LARGO
ALTAMONTE SPRINGS	DEERFIELD BEACH	LONGBOAT KEY
APALACHICOLA	DELAND	MADISON
APOPKA	DELRAY BEACH	MELBOURNE
ARGYLE	DUNDEE	MIAMI
ATLANTIC BEACH	DUNEDIN	MIAMI BEACH
AUBURNDALE	EDGEWATER	MIAMI SPRINGS
AVON PARK	EVERGLADES CITY	MIRAMAR
BELLEVIEW	FLORIDA CITY	NAPLES
BLOUNTSTOWN	FORT LAUDERDALE	OCALA
BOCA RATON	FORT MYERS	OKEECHOBEE
BRADENTON	FORT PIERCE	ORANGE CITY
BROOKSVILLE	GAINESVILLE	ORANGE GROVE
BUNNELL	GULFPORT	ORLANDO
BUSHNELL	HALLANDALE	PENSACOLA
CAPE CANAVERAL	HIALEAH	PINELLAS PARK
CAPE CORAL	HOLLYWOOD	POMPANO BEACH
CASSELBERRY	HOMESTEAD	PORT ST. LUCIE
CLEARWATER	INDIAN ROCKS BEACH	PUNTA GORDA
CLEWISTON	JACKSONVILLE BEACH	SANIBEL
COCOA BEACH	JACKSONVILLE	SARASOTA
COCOA	KEY COLONY BEACH	ST. AUGUSTINE
COLUMBIA	KEY WEST	ST. PETERSBURG
COOPER	KISSIMEE	TALLAHASSEE
COOPER CITY	LAKELAND	TAMPA
CORAL GABLES	LAKE WALES	TITUSVILLE
CORAL SPRINGS	LAKE WORTH	W. PALM BEACH
DADE CITY	LANTANA	

TOWNS

BALDWIN
BAY HARBOR ISLANDS
BELLEAIR
BEVERLY BEACH
BRANFORD
BRINY BREEZES
CALLAHAN
CEDAR KEY
CENTURY
CLOUD LAKE
DAVIE
EATONVILLE
EDGEWOOD
GOLDEN BEACH

GREENACRES CITY
GULF STREAM
HAVERHILL
HIGHLAND BEACH
INDIAN SHORES
JUNO BEACH
JUPITER
JUP. INLET COLONY
LAKE HAMILTON
LAKE PLACID
MEDLEY
MIAMI SHORES
SOUTH PALM BEACH
ZOLDO SPRING

VILLAGES

BAL HARBOUR
BISCAYNE PARK
EL PORTAL
GOLF
INDIAN CREEK

NORTH PALM BEACH
PALM SPRINGS
ROYAL PALM BEACH
TEQUESTA
VIRGINA GARDENS

Appendix C: Changes to the Building Code

The members of the BCIAC requested the researchers to find out the number of municipalities that adopted changes to the building codes. This issue is not related to local licensing in the State of Florida. Accordingly, the results of the survey related to this issue is included here in a separate appendix. Some of the surveyed municipalities provided the researchers with copies of the adopted changes. These changes are forwarded to the BCIAC's Secretary for dissemination.

TABLE-C-1 presents the number of municipalities that have enacted changes to the local building code. Of the 42 counties that responded to the survey, 33.3% reported to have made changes. About 54.8% of the counties said to have made no changes to their building codes. The remaining 11.9% of counties didn't provide a response to this issue.

Regarding the jurisdictions that are cities, towns, or villages, it is known that jurisdictions in Dade and Broward counties cannot, by law, make changes to the building code. Accordingly, from the 28 cities that

responded to the survey and are not in Dade or Broward counties, 28.6% reported to have made changes. About 46.6% said to have made no changes. The remaining 25.0% didn't provide a response to this issue. From the four (4) towns that responded to the survey and are not in Dade or Broward counties, 50% reported to have made changes. About 25% said to have made no changes. The remaining 25.0% didn't provide a response to this issue. For villages, there is only one village that is in not in Dade or Broward counties and it didn't provide a response to this issue.

Table - C-1: Number of Municipalities That Have Enacted Changes to the Local Building Code

	Total		Yes		No		No Answer	
	#	%	#	%	#	%	#	%
Counties	42	100	14	33.3	23	54.8	5	11.9
Cities	28	100	8	28.6	13	46.4	7	25.0
Towns	4	100	2	50.0	1	25.0	1	25.0
Villages	1	100	0	0.0	0	0.0	1	100.0
All Municipalities	75	100	24	32.0	37	49.3	14	18.6