



**ESCAMBIA COUNTY BUILDING SERVICES
CONTRACTOR LICENSING DIVISION**

3363 West Park Place Pensacola, FL 32505

Phone: 850-595-3509 or 850-595-3572

Fax: 850-595-3401

Email: contractorlicense@myescambia.com



REINSTATEMENT of DELINQUENT CERTIFICATE OF COMPETENCY POLICY

Failure to renew certificates of competency during the month of the expiration date shall cause such certificates to become invalid and it is unlawful thereafter for any person to engage or offer to engage, or hold himself or herself out as engaged in, contracting under the certificate unless such certificate is restored or reissued.

A certificate which is invalid because of failure to timely renew shall be automatically restored if the application for renewal and payment of the proper renewal fee are made within 90 days after the expiration date. The renewal fee for restoration within this time period shall be equal to the current application fee plus the required renewal fee set by resolution of the board of county commissioners pursuant to [section 18-82](#).

A certificate of competency which is inoperative because of failure to renew after 90 days of the expiration date, but within three years of the expiration date, shall be restored upon payment of the current application fee, a late fee in the amount of \$200.00, and the total amount of renewal fees for all unpaid annual renewal periods, and submittal of all documentation required to bring the certificate current.

A certificate of competency which is inoperative because of failure to renew after three years from the expiration date shall be revoked by operation of law. Thereafter, except as provided below, reexamination will be required for any such person.

The holder of a certificate of competency revoked by operation of law for failure to renew after three years from the expiration date may petition the Contractor Competency Board for a public hearing to determine whether sufficient cause exists for restoring the certificate without re-examination. In such determination, the Contractor Competency Board shall consider the following factors:

- The nature, scope, and continuity of construction work performed in the petitioner's area of certification during the period of revocation.
- The extent to which the petitioner has remained current with the state's continuing education requirements.
- Whether the cause for petitioner's failure to remain current with licensing requirements was of an exceptional nature.
- Any other factor determined by the Contractor Competency Board to bear significantly on the petitioner's restoration.

Any license holder whose certificate of competency is restored pursuant to this section shall submit all documentation required to bring the certificate current and shall pay an amount equal to the current application fee, a late fee in the amount of \$200.00, and the total amount of fees to have been registered as inactive for the entire period since revocation. Decisions of the Contractor Competency Board may be appealed to the Board of County Commissioners.

REINSTATEMENT of DELINQUENT CERTIFICATE OF COMPETENCY POLICY cont.

The following is required to be submitted with applications for reinstatement for licenses delinquent up to three years:

- Complete Application for Reinstatement of a Delinquent License;
- Proof of current General Liability Insurance;
- Proof of current Worker's Compensation Insurance;
- Proof of Continuing Education Requirements for each failed renewal period;
- Payment of application fee and fees associated with length of delinquency

The following is required to be submitted with applications for reinstatement for licenses delinquent in excess of three years:

- Complete Application for Reinstatement of a Delinquent License;
- Proof of current General Liability Insurance;
- Proof of current Worker's Compensation Insurance;
- Proof of Continuing Education Requirements for each failed renewal period;
- Letter to the Contractor Competency Board with and explanation for failure to renew license;
- Payment of application fee and fees associated with length of delinquency

It is required that any person(s) submitting an application for licenses delinquent in excess of three years attend the respective Board meeting at which their application will be discussed. The respective Board may address the following and/or other items during the meeting:

- Contractor's previous experience, including but not limited to, jobs performed
- Contractor's complaint history including any complaints filed, hearings, reprimands, and/or suspensions of licensure
- Reason for failure to renew licensure during the renewal/grace period
- Insurance requirements
- Continuing Education requirements

The Escambia County Contractor Competency Board meets the first Wednesday of each month unless rescheduled.

The Escambia County Board of Electrical Examiners meets the third Tuesday of each month unless rescheduled.

To have your application be presented to the respective Board, your complete application packet must be received and submitted to the Board Secretary no later than the Wednesday prior to the respective Board Meeting. **Incomplete application packages will not be accepted.**



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APPLICATION for REINSTATEMENT of DELINQUENT LICENSE

Renewal Date:		Application Date:	Total Delinquency:
		Required Fees to be Paid:	
	Reinstatement of Delinquent License (1-90 days)	\$150.00 application fee + annual renewal fee (no CCB action required)	
	Reinstatement of Delinquent License (91 days to 3 years)	\$150.00 application fee + annual renewal fee + \$200.00 late fee + \$62.50 inactive fee for each year delinquent (no CCB action required)	
	Reinstatement of Delinquent License (3 years and 1 day +)	\$150.00 application fee + annual renewal fee + \$200.00 late fee + \$62.50 inactive fee for each year delinquent with respective Board approval at monthly scheduled meeting	

LICENSE NUMBER: _____

APPLICANT'S FULL LEGAL NAME: _____

BUSINESS ADDRESS: _____

MAILING ADDRESS: _____

BUSINESS PHONE: _____

MOBILE PHONE: _____

EMAIL: _____

FAX: _____

The undersigned hereby makes application for reinstatement of certification under the provisions of the Escambia County Code of Ordinances and vouches for the truth and accuracy of all statements and answers herein. Please answer the following:

	Has the applicant...	Yes	No
1.	Been declared bankrupt or been a member of a firm adjudicated bankrupt or in bankruptcy proceedings?		
2.	Failed to complete a contract?		
3.	Failed or been a member of a firm which failed to pay subcontractors/material suppliers or employees on a contract?		
4.	Had liens, lawsuits, or judgments pending or filed as a result of construction operations?		
5.	Had a contractor's license revoked, suspended, reprimanded, placed on probation, or other discipline?		
6.	Had any unpaid/past due bills over 90 days for claims of labor, materials, or services?		
7.	Ever been convicted of a crime, had adjudication withheld, or presently charged with a felony?		

APPLICATION for REINSTATEMENT of DELINQUENT LICENSE cont.

If "Yes" was the answer to any question on the prior page, then please provide an explanation in detail on an attached sheet of paper.

I understand that any willful falsification of any information herein including all supplementary pages and attachments is grounds for disqualification, additionally, all information contained herein including all supplementary pages and attachments shall become part of public records upon signature.

Signature of Contractor

Date

Printed Name of Contractor

Contractor's License Number

NOTARY SECTION

STATE OF _____

COUNTY OF _____

The applicant whose name is _____
personally appeared before me and is personally known and/or produced as identification

_____.

SWORN TO AND SUBSCRIBED before me this _____ day of _____, 20_____.

NOTARY PUBLIC

(SEAL)

APPROVAL SECTION

APPROVED: _____

REJECTED: _____

DATE: _____

CHAIRMAN

Escambia County Contractor Competency Board or
Escambia County Board of Electrical Examiners