

As a result of Governor Ron DeSantis signing HB 1091 into law, initial licensure fees are reduced by 50% for Fiscal Years 2023/2024 and 2024/2025. The total amount to be submitted for this application has been reduced from \$305.00 to \$205.00.

Please submit payment in the amount of \$205.00 with this application.

**State of Florida  
Department of Business and Professional Regulation  
Construction Industry Licensing Board  
2601 Blair Stone Road  
Tallahassee, FL 32399-0783**

**APPLICATION FOR A LIMITED NON-RENEWABLE REGISTRATION**

[Section 489.117 \(3\)\(a\), Florida Statutes](#), states, “Upon findings of fact supporting the need therefor, the board may grant a limited non-renewable registration to a contractor not domiciled in the state, for one project. During the period of such registration the board may require compliance with this and any other statute of the state.”

The authority to issue a limited non-renewable registration lies solely with the Board. Applicants should allow an additional 60 days following Central Intake’s acknowledgment of a completed application for the application to be forwarded and reviewed by the Board. The applicant’s attendance at this meeting is not required, but it is highly encouraged.

**Please note that the facts supporting a need for a limited non-renewable registration are very stringent and applications are rarely approved by the Construction Industry Licensing Board.**

**State of Florida**  
**Department of Business and Professional Regulation**  
**Construction Industry Licensing Board**  
**Application for Limited Non- Renewable Registration**  
**Form # DBPR CILB 20**

**APPLICATION CHECKLIST – IMPORTANT – Submit all items on the checklist below with your application to ensure faster processing.**

<b>APPLICATION REQUIREMENTS</b>
<p><b>ALL License Applicants must submit:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Fees: <ul style="list-style-type: none"> <li>• \$305.</li> <li>• Make check payable to the Department of Business and Professional Regulation.</li> </ul> </li> <li><input type="checkbox"/> Copy of out of state license from the state in which you currently operate. <ul style="list-style-type: none"> <li>• <b>Note</b> – If the state in which you operate does not license your construction activity, submit a letter explaining that your state does not require licensure for this construction activity.</li> </ul> </li> <li><input type="checkbox"/> Proof that a competency exam has been taken in the state in which you operate. <ul style="list-style-type: none"> <li>• <b>Note</b> – If the state in which you operate does not require a competency exam, submit a letter explaining that a competency exam is not required.</li> </ul> </li> <li><input type="checkbox"/> Proof of registration with the Florida Secretary of State for corporation, partnership, LLC, or business operating under a fictitious name. <ul style="list-style-type: none"> <li>• <b>Note</b> – Not required if you are an Individual, i.e. you are not a corporation, partnership, LLC, or a business operating under a fictitious name.</li> </ul> </li> <li><input type="checkbox"/> <b>Credit report containing a credit score</b> on <u>applicant</u> from a nationally recognized credit reporting agency, which includes a public records statement that records have been checked at local, state, and federal levels. For a list of agencies, visit <a href="http://www.myfloridalicense.com/dbpr/pro/cilb/documents/cilb_credit_reporting_agencies.pdf">http://www.myfloridalicense.com/dbpr/pro/cilb/documents/cilb_credit_reporting_agencies.pdf</a>. <ul style="list-style-type: none"> <li>• See Section 2(h) of Instructions.</li> <li>• <b>If credit score is below 660 (FICO derived) applicant must provide proof of completion of a 14-hour financial responsibility course approved by the Board. For a list of approved courses, please visit:</b> <a href="http://www.myfloridalicense.com/dbpr/pro/cilb/documents/cilb_approved_financial_responsibility_courses.pdf">http://www.myfloridalicense.com/dbpr/pro/cilb/documents/cilb_approved_financial_responsibility_courses.pdf</a></li> </ul> </li> <li><input type="checkbox"/> <b>Credit report on business</b> from a nationally recognized credit reporting agency, which includes a public records statement that records have been checked at local, state, and federal levels. For a list of agencies, visit <a href="http://www.myfloridalicense.com/dbpr/pro/cilb/documents/cilb_credit_reporting_agencies.pdf">http://www.myfloridalicense.com/dbpr/pro/cilb/documents/cilb_credit_reporting_agencies.pdf</a>.</li> <li><input type="checkbox"/> Electronic fingerprints. See Section 1(a)(i) of Instructions.</li> <li><input type="checkbox"/> Supporting legal documentation, if necessary. See section 2(k) of Instructions.</li> <li><input type="checkbox"/> Proof of satisfaction of liens, judgments, and discharge of bankruptcy, if applicable.</li> </ul>

**Please mail your completed application, documentation and required fee(s) to:**

Department of Business and Professional Regulation  
2601 Blair Stone Road  
Tallahassee, FL 32399-0783

**State of Florida**  
**Department of Business and Professional Regulation**  
**Construction Industry Licensing Board**  
**Application for Limited Non- Renewable Registration**  
**Form # DBPR CILB 20**

If you have any questions or need assistance in completing this application, please contact the Department of Business and Professional Regulation, Customer Contact Center, at **850.487.1395**.  
**For additional information see the Instructions at the end of this application.**

**Section I – Application Type**

APPLICATION TYPES (Check only one.)
<input type="checkbox"/> Limited Non-Renewable Registration and Qualify a Business [06xx/1033] Complete sections I–XIV.
<input type="checkbox"/> Limited Non-Renewable Registration- Individual [06xx/1033] (Select only if you will not be qualifying a business). Complete sections I–III and VIII–XIV.
<b>NOTE: If applying with a Financially Responsible Officer, the proposed Financially Responsible Officer must submit the CILB 8 application.</b>

**Section II – Applicant Licensure Category**

CHECK ONLY ONE LICENSE CATEGORY		
For definitions and information on license categories please visit the <a href="#">Board’s webpage</a> and select the green box titled “License Types”		
<input type="checkbox"/> Building	<input type="checkbox"/> Mechanical	<input type="checkbox"/> Roofing
<input type="checkbox"/> Class A Air-Conditioning	<input type="checkbox"/> Plumbing	<input type="checkbox"/> Sheet Metal
<input type="checkbox"/> Class B Air-Conditioning	<input type="checkbox"/> Precision Tank Tester	<input type="checkbox"/> Solar
<input type="checkbox"/> Commercial Pool/Spa	<input type="checkbox"/> Residential	<input type="checkbox"/> Swimming Pool/Spa Servicing
<input type="checkbox"/> General	<input type="checkbox"/> Residential Pool/Spa	<input type="checkbox"/> Underground Utility and Excavation

**Section III – Applicant Personal Information**

PERSONAL INFORMATION				
Social Security Number*				
FULL LEGAL NAME				
Last Name	First	Middle	Title	Suffix
Birth Date (MM/DD/YYYY) / /		Gender <input type="checkbox"/> Male <input type="checkbox"/> Female		
MAILING ADDRESS				
Street Address or P.O. Box				
City		State	Zip Code (+4 optional)	
County (if Florida address)			Country	
CONTACT INFORMATION				
Primary Phone Number		Primary E-Mail Address		

\* The disclosure of your Social Security number is mandatory on all professional and occupational license applications, is solicited by the authority granted by 42 U.S.C. §§ 653 and 654, and will be used by the Department of Business and Professional Regulation pursuant to §§ 409.2577, 409.2598, 455.203(9), and 559.79(3), Florida Statutes, for the efficient screening of applicants and licensees by a Title IV-D child support agency to assure compliance with child support obligations. It is also required by § 559.79(1), Florida Statutes, for determining eligibility for licensure and mandated by the authority granted by 42 U.S.C. § 405(c)(2)(C)(i), to be used by the Department of Business and Professional Regulation to identify licensees for tax administration purposes.



**Section III – Applicant Personal Information – continued**

RESIDENCE ADDRESS (IF DIFFERENT THAN MAILING ADDRESS)			
Street Address			
City	State	Zip Code (+4 optional)	
County (if Florida address)	Country		
BUSINESS LOCATION ADDRESS			
Business/Firm Name			
Street Address			
City	State	Zip Code (+4 optional)	
County (if Florida address)	Country		
ADDITIONAL CONTACT INFORMATION (OPTIONAL)			
Alternate Phone Number		Fax Number	
Alternate E-Mail Address			

CURRENT/PRIOR LICENSE INFORMATION			
If you currently hold or have previously held a business or professional license/registration in Florida or elsewhere, please list each one below (attach additional copies of this page as necessary):			
1. License/Registration Type	State	Date (From) / /	Date (To) / /
License Number		Name Used	
2. License/Registration Type	State	Date (From) / /	Date (To) / /
License Number		Name Used	
3. License/Registration Type	State	Date (From) / /	Date (To) / /
License Number		Name Used	

PRIOR NAME INFORMATION				
Have you used, been known as, or are currently known by another name (example - maiden name, pseudonym, nickname) or alias other than the name signed to the application? <input type="checkbox"/> Yes <input type="checkbox"/> No				
If your answer is yes, state name or names used below:				
Last Name	First	Middle	Title	Suffix
Last Name	First	Middle	Title	Suffix
Last Name	First	Middle	Title	Suffix

**Section IV – Business to be Qualified Information**

BUSINESS TO BE QUALIFIED		
Business Name:		
Doing Business As (D/B/A):	Federal Employer ID Number (FEID):	
Business Type: <input type="checkbox"/> Sole Proprietor <input type="checkbox"/> LLC <input type="checkbox"/> Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Other (please specify): _____		
BUSINESS CONTACT INFORMATION (IF BUSINESS IS NOT A SOLE PROPRIETORSHIP)		
Contact Name:		
Phone Number of Contact	E-Mail Address of Contact	
BUSINESS LOCATION ADDRESS (IF DIFFERENT THAN MAILING ADDRESS)		
Street Address		
City	State	Zip Code (+4 optional)
County (if Florida address)	Country	

**Section V – Primary Qualifier Information**

PRIMARY QUALIFIER	
Name of person legally appointed as the qualifier to act for the business organization in all matters connected with its contracting business, and who has been given authority to supervise all construction work performed by the business (this must be the applicant or a licensed contractor):	
Primary Qualifying Agent Name:	License Number (if applicable):
All primary qualifying agents for a business organization are jointly and equally responsible for supervision of all operations of the business organization; for all field work at all sites; and for financial matters, both for the organization in general for each specific job.	
<b>If you do not have final approval authority on all business matters for the business organization, it may be in your best interest to appoint a Financially Responsible Officer. The appointment of a Financially Responsible Officer relieves the primary qualifying agent from financial responsibility, but the primary qualifying agent is still responsible for all construction-related matters.</b>	
Please check one of the below boxes relating to the financial responsibility of the proposed business:	
<input type="checkbox"/> The business currently has an approved Financially Responsible Officer. <b>Name and license number of Financially Responsible Officer:</b> _____	
<input type="checkbox"/> The business will appoint a Financially Responsible Officer. <b>Name of proposed Financially Responsible Officer who will be submitting the CILB 8 application:</b> _____	
<input type="checkbox"/> The business will not designate a Financially Responsible Officer. <b>As primary qualifying agent I will assume financial responsibility for the business organization.</b>	



**Section IX – Financial Responsibility & Stability Requirements**

<b>FINANCIAL RESPONSIBILITY &amp; STABILITY</b> <b>See Section 2(i) of Instructions for information on completing this section.</b>	
<ul style="list-style-type: none"> <li>• <b>CREDIT REPORT</b> The applicant must submit a credit report containing a credit score (FICO derived) from a nationally recognized credit reporting agency, which includes a public records statement that records have been checked at local, state, and federal levels. (See Instructions for more information).</li> <li>• <b>FINANCIAL RESPONSIBILITY &amp; STABILITY REQUIREMENTS</b> Financial responsibility &amp; stability can be demonstrated by a credit score of 660 or higher and no unsatisfied judgments or liens. (See Rule 61G4-15.006, Florida Administrative Code for details).</li> </ul> <p><b>Does the submitted credit report show a credit score of 660 or higher?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>If no, the financial stability requirement must be met by providing proof of completion of an approved 14-hour financial responsibility course.</p>	
<p><b>Have you completed a financial responsibility course approved by the Construction Industry Licensing Board?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>If yes, please complete the fields below.</p>	
School Name:	School Provider #:
Name of Course:	
Date(s) Attended:	





## Section XI – Background Questions

<b>BACKGROUND QUESTIONS</b>
<b>Instructions:</b>
<b>The Applicant and Authorized Representative(s) of the business must answer the background questions in this section.</b>
<p><b>Authorized Representative(s) of the business are any of the following:</b></p> <ul style="list-style-type: none"> <li>• All officers and directors (if qualified business is a corporation or any other business entity with officers and directors)</li> <li>• All members and managers (if qualified business is a LLC)</li> <li>• All partners (If qualified business is a partnership)</li> <li>• All members (if qualified business is a business entity other than those described above)</li> </ul> <p><b>NOTE: Accuracy of Authorized Representative(s) of the business may be checked on the Florida Division of Corporations website <a href="http://www.sunbiz.org">www.sunbiz.org</a>.</b></p> <p><b>If YES to questions 1 or 2, please complete section XII.</b>  <b>If YES to questions 3 or 4, please complete section XIII.</b></p>
1. Have you ever been convicted or found guilty of, or entered a plea of guilty or nolo contendere to, regardless of adjudication, a crime in any jurisdiction? This question applies to any criminal violation of the laws of any municipality, county, state or nation, including felony, misdemeanor and traffic offenses (but not parking, speeding, inspection, or traffic signal violations), without regard to whether you were placed on probation, had adjudication withheld, were paroled, or pardoned. If you intend to answer "NO" because you believe those records have been expunged or sealed by court order pursuant to Section 943.0585 or 943.059, Florida Statutes, or applicable law of another state, you are responsible for verifying the expungement or sealing prior to answering "NO." YOUR ANSWER TO THIS QUESTION WILL BE CHECKED AGAINST LOCAL, STATE AND FEDERAL RECORDS. FAILURE TO ANSWER THIS QUESTION ACCURATELY MAY RESULT IN THE DENIAL OR REVOCATION OF YOUR LICENSE. IF YOU DO NOT FULLY UNDERSTAND THIS QUESTION, CONSULT WITH AN ATTORNEY OR CONTACT THE DEPARTMENT.
2. Are there any pending bankruptcies or unsatisfied judgments or liens against yourself, a business you previously qualified, which were filed during your period of qualification, or the business you are applying to qualify? This question applies to any unpaid judgments or liens, including those for unpaid past-due bills by creditors, construction and non-construction issues, and tax liens.
3. Have you ever had an application for registration, certification, or licensure in Florida or in any other jurisdiction denied, or is there now pending a proceeding or investigation to deny such an application?
4. Have you ever had any license, registration, or permit to practice any regulated profession, occupation, vocation, or business, revoked, annulled, suspended, relinquished, surrendered, or otherwise disciplined in Florida or in any other jurisdiction, or is any such proceeding or investigation now pending?

## Section XI – Background Questions– continued

Person #	Indicate each response by checking “Yes” or “No”	Question Number			
		1	2	3	4
1	<b>Applicant</b> – Print Name	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
	Social Security #:				
2	<b>Authorized Representative</b> – Print Name	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
	Social Security #:				
3	<b>Authorized Representative</b> – Print Name	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
	Social Security #:				
4	<b>Authorized Representative</b> – Print Name	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
	Social Security #:				
5	<b>Authorized Representative</b> – Print Name	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
	Social Security #:				
6	<b>Authorized Representative</b> – Print Name	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
	Social Security #:				
7	<b>Authorized Representative</b> – Print Name	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
	Social Security #:				
8	<b>Authorized Representative</b> – Print Name	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
	Social Security #:				
9	<b>Authorized Representative</b> – Print Name	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
	Social Security #:				
10	<b>Authorized Representative</b> – Print Name	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
	Social Security #:				

If you answered “YES” to any question in questions 1 – 4 above, please refer to Sections 2(k-m) of Instructions for detailed instructions for providing complete explanations, including requirements for submitting supporting legal documents. Please complete Section XII for your response to questions 1 and 2, and complete Section XIII for your response to questions 3 and 4. If you have more than three offenses to document in Section XII or more than two in Section XIII, attach additional copies as necessary.

**Section XII – Explanations for “Yes” answers to Questions 1-2 – Attach additional copies as necessary**

EXPLANATION		
This explanation relates to person # (check one): <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5 <input type="checkbox"/> ____		This explanation relates to question # (check one): <input type="checkbox"/> 1 <input type="checkbox"/> 2
Offense:		
County:	State:	Date of Offense (mm/dd/yyyy):
Penalty/ Disposition:		Have all sanctions been satisfied? <input type="checkbox"/> Yes <input type="checkbox"/> No
Description:		

EXPLANATION		
This explanation relates to person # (check one): <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5 <input type="checkbox"/> ____		This explanation relates to question # (check one): <input type="checkbox"/> 1 <input type="checkbox"/> 2
Offense:		
County:	State:	Date of Offense (mm/dd/yyyy):
Penalty/ Disposition:		Have all sanctions been satisfied? <input type="checkbox"/> Yes <input type="checkbox"/> No
Description:		

EXPLANATION		
This explanation relates to person # (check one): <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5 <input type="checkbox"/> ____		This explanation relates to question # (check one): <input type="checkbox"/> 1 <input type="checkbox"/> 2
Offense:		
County:	State:	Date of Offense (mm/dd/yyyy):
Penalty/ Disposition:		Have all sanctions been satisfied? <input type="checkbox"/> Yes <input type="checkbox"/> No
Description:		



**Section XIV – Affirmation by Written Declaration****AFFIRMATION BY WRITTEN DECLARATION**

I certify that I am empowered to execute this application as required by Section 559.79, Florida Statutes. I understand that my signature on this written declaration has the same legal effect as an oath or affirmation. Under penalties of perjury, I declare that I have read the foregoing application and the facts stated in it are true. **I understand that falsification of any material information on this application may result in criminal penalty or administrative action, including a fine, suspension or revocation of the license.**

Signature:

Date:

Print Name:

## INSTRUCTIONS

*If you have any questions or need assistance in completing this application, please contact the Department of Business and Professional Regulation, Customer Contact Center, at 850.487.1395.*

### 1. General Requirements for Registration

#### a. All License Applicants must:

- i. Submit electronic fingerprints.
  - (1) Pursuant to Chapter 455, Florida Statutes, electronic fingerprinting is mandatory for all Construction Initial License, Initial Business, Additional Business, Transfer (Change of Status), and Endorsement applications. Electronic fingerprinting allows applicants to have their fingerprints scanned and electronically submitted to the Florida Department of Law Enforcement and Federal Bureau of Investigation.
  - (2) Electronic Fingerprinting is located at various convenient sites throughout the state. See [http://www.myfloridalicense.com/dbpr/servop/testing/documents/finger\\_faq.pdf](http://www.myfloridalicense.com/dbpr/servop/testing/documents/finger_faq.pdf) for more information.
- ii. Submit a copy of their out of state license from the state in which they currently operate. If the state in which you currently operate does not license your construction activity, please submit a letter explaining that the state in which you currently operate does not license your construction activity.
- iii. Submit proof that a competency exam has been taken in the state in which you operate. If the state in which you currently operate does not require a competency exam, please submit a letter explaining that the state in which you currently operate does not require a competency exam.
- iv. **Note: You may submit one letter explaining that your state does not license or require a competency exam for your construction activity.**

### 2. Application Instructions (by section)

#### a. Section I- Application Types

- i. Limited Non-Renewable Registration and Qualify a Business
  - (1) Select this application type if you hold no existing licenses in Florida and plan to obtain a limited, non-renewable registration to complete a single project in Florida, AND
  - (2) You are qualifying a business that will complete the project.
  - (3) Complete entire application.
- ii. Limited Non-Renewable Registration
  - (1) Select this application type if you hold no existing licenses in Florida and plan to obtain a limited, non-renewable registration to complete a single project in Florida, AND
  - (2) You as an individual will complete the project.
  - (3) Complete Sections I-III and VIII- XIV.

#### b. Section II- Applicant Licensure Category

- i. Applicant must check only one license category.

#### c. Section III- Applicant Personal Information

- i. Fill out each section completely. A social security number is required in order to apply for any individual license within the Department of Business and Professional Regulation.
- ii. In the Full Legal Name section provide your full legal name as it appears on your Social Security card. Do not use any nicknames or initials. Please list any aliases or prior names in the prior name information section.
- iii. Provide your mailing address. This will be used for sending correspondence regarding your application and license.
- iv. Contact information is often used to quickly resolve questions with applications by telephone call or email. If contact information is not provided, questions regarding applications will be mailed to the applicant's mailing address and may take longer to resolve.
- v. Applicants are required to provide at least one physical address – i.e., not a P.O. Box. If the mailing address is not also your physical address, please provide a physical address.
- vi. Applicants are required to provide the address of their business location.
- vii. Additional contact information is optional and will be used when the applicant cannot be reached using their primary contact information.
- viii. Applicants must provide information on current or prior licenses held in Florida or any other state, territory, or jurisdiction of the United States or in any foreign national jurisdiction.
- ix. Applicants must provide information on any prior names or aliases used by applicant. If the name on supporting documentation does not match the applicant's legal name, the alias used in the supporting documentation must be provided in this section. Failure to do so will result in a deficient application.

#### d. Section IV- Information on Business to be Qualified

- i. Complete this section entirely.

- ii. Provide the name of the business proposed to be qualified as it is registered with the Florida Division of Corporations.
- iii. The “Doing Business As” (D/B/A) name must be provided as it is registered with the Florida Division of Corporations, if the business uses a fictitious name to conduct business.
- iv. Applicants must provide the Federal Employer Identification Number (FEID) for the business proposed to be qualified.
- v. Select the box that indicates the type of business ownership for the business proposed to be qualified.
- vi. Applicants must provide the business mailing address of the business proposed to be qualified.
- vii. Business contact information is often used to quickly resolve questions with applications by telephone call or email. Please provide the name of an authorized representative of the business other than the primary qualifier. This could be an officer, a partner, etc. If the business is a Sole Proprietorship, you may leave the contact information field blank.
  - (1) If contact information is not provided, questions regarding applications will be mailed to the applicant’s mailing address and may take longer to resolve.
- viii. Provide the business location address of the business proposed to be qualified. If this address is the same as the mailing address you may leave this information blank.

**e. Section V- Primary Qualifier Information**

- i. All construction businesses must have a primary qualifier.
- ii. If this application is for a new qualified business, the applicant must be the primary qualifier.
- iii. If this application is for a business that is already qualified by another primary qualifier, the applicant may apply to be an additional primary qualifier or a secondary qualifier.
  - (1) If you will be an additional primary qualifier, complete this section by inserting your name as the “Primary Qualifying Agent.” You will not provide a license number since it has not been issued.
  - (2) If you will be a secondary qualifier, complete this section by inserting the name and license number of the “Primary Qualifying Agent”; and complete Section VI.
- iv. All primary qualifiers are jointly and equally responsible for supervision of all operations of the business organization; for all field work at all sites; and for financial matters, both for the organization in general and for each specific job.
  - (1) If the primary qualifier does not have final approval authority on all business matters, they may wish to appoint a Financially Responsible Officer. Failure to appoint a Financially Responsible Officer will result in the Primary Qualifier being financially responsible for all construction matters of the business entity.
    - (a) If the business entity has already appointed a Financially Responsible Officer, provide the name of that individual.
    - (b) If the business entity has not appointed a Financially Responsible Officer and will appoint someone to be the Financially Responsible Officer in connection with this application, provide the name of that individual (that individual must also submit the CILB 8 application form).

**f. Section VI- Secondary Qualifier Information**

- i. Complete this section entirely, if the applicant will be a secondary qualifier.

**g. Section VII- Business Ownership**

- i. Applicants must provide the percentage of ownership that they have in the business proposed to be qualified.
- ii. List the name, address, Social Security number, and percentage of ownership for all persons who have an ownership interest in the business proposed to be qualified.
  - (1) If an owner of the business is a company, please list the Federal Employer Identification Number (FEID) of the owning company.
- iii. The percentage of ownership for all owners together must equal 100%.

**h. Section VIII- Insurance Coverage**

- i. Complete this section entirely.
- ii. Applicants must have adequate Workers’ Compensation and Liability Insurance as specified by the Construction Industry Licensing Board.
  - (1) Amounts for general liability insurance are specified in the application. Amounts for workers’ compensation insurance are outlined in [Chapter 440, Florida Statutes](#).
  - (2) See [Section 489.115\(5\)\(a\), Florida Statutes](#), and [Rule 61G4-15.003, F.A.C.](#) for more information.
- iii. To verify the accuracy of the signed affidavit, the Board will, from time to time, conduct random sample audits of licensees by zip code area in which the total number of certificates and registrations selected for audit will be in a sufficient amount to insure the validity of the audit.

**i. Section IX- Financial Responsibility & Stability Requirements**

- i. Complete this section entirely.



- ii. Applicant must meet financial responsibility and stability requirements by submitting a credit report with a FICO derived credit score.
    - (1) Financial responsibility – this requirement is met if the submitted credit report shows no outstanding unsatisfied judgments or liens against the applicant.
      - (a) Applicant must submit proof of satisfaction of liens, judgments, and discharge of bankruptcy if these are shown on the credit report.
    - (2) Financial Stability – this requirement is met if the submitted credit report shows a FICO derived credit **score of 660 or higher**.
      - (a) If the applicant has a FICO derived credit score less than 660, he or she must provide proof of completion of a 14-hour financial responsibility course approved by the Board. See Financial Responsibility and Financial Stability, Grounds for Denial Rule 61G4-15.006, F.A.C. for more information.
      - (b) You only need to complete the 14-hour financial responsibility course if you have a credit score less than 660 (FICO).
      - (c) If you have completed the 14-hour financial responsibility course please provide the school name, the school provider number, the name of the course, and the dates attended.
- j. Section X- Facts Supporting Need**
- i. Complete this section entirely.
  - ii. Provide the location and address and/or the legal description of the job site.
  - iii. Provide a detailed description of the work to be performed.
  - iv. Provide an anticipated completion date of the project.
  - v. Provide facts supporting the need to have a one-time limited non-renewable registration.
- k. Section XI- Background Questions**
- i. The applicant and the authorized representative(s), as specified in the section, must submit answers to each of the background questions.
  - ii. For each “Yes” answer the person must provide an explanation in Section XII or XIII, as applicable.
  - iii. The number of “Yes” boxes checked must equal the number of explanation boxes completed.
  - iv. If you answered “YES” to any question, please provide the full details as required below. If you have more than three offenses to document in Section XII or more than two in Section XIII, attach additional copies as necessary.
- l. Section XII- Explanations for Background Questions 1 and 2**
- i. For this section, provide as much detail as possible.
  - ii. Each explanation can only relate to one person and one question.
  - iii. Question 1:
    - (1) If you answer “yes” to this question, you must complete Section XII [*make additional copies as necessary*] of the application please provide the full details of the criminal charges including dates, outcomes, sentences, and/or conditions imposed; the dates, name and location of the court and/or jurisdiction in which any proceedings were held or are pending. If you answer NO to this question because you believe that previous incidents have been dismissed, no action taken, nolle prossed, or expunged, you may be asked to supply documentation as proof of the disposition.
  - iv. Question 2:
  - v. If you answer “yes” to this question, you must complete Section XII [*make additional copies as necessary*] of the application and you must also supply documentation proving the bankruptcy has been discharged or the judgment or lien has been satisfied, or if not, stating the current status of the bankruptcy, judgment or lien.
- m. Section XIII- Explanations for Background Questions 3 and 4**
- i. For this section, provide as much detail as possible.
  - ii. Each explanation can only relate to one person and one question.
  - iii. Question 3:
    - (1) If you answer “yes” to this question, you must complete Section XIII [*make additional copies as necessary*] of the application and supply copies of documentation explaining the denial or pending action. of the application and supply copies of documentation explaining the denial or pending action.
    - (2) Provide the full details explaining the denial or pending administrative action including the nature of any charges, dates, outcomes, sentences, and/or conditions imposed; the dates, name and location of the court and/or jurisdiction in which any proceedings were held or are pending; and the designation and/or license number for any actions against a license or licensure application.
  - iv. Question 4:
    - (1) If you answer “yes” to this question, you must complete Section XIII [*make additional copies as necessary*] of the application and supply copies of the order(s) (if applicable) showing the disciplinary action taken against the license or documentation showing the status of the pending action.

- (2) Provide the full details of any administrative action including the nature of any charges, dates, outcomes, sentences, and/or conditions imposed; the dates, name and location of the court and/or jurisdiction in which any proceedings were held or are pending; and the designation and/or license number for any actions against a license or licensure application.
- v. Submit supporting legal documentation, if necessary, with this application.
- n. Section XIV- Affirmation by Written Declaration**
  - i. Applicant must sign the affirmation by written declaration.

## VOLUNTARY CRIMINAL HISTORY INFORMATION:

Beginning October 1<sup>st</sup>, 2019, new provisions went into effect which require the board to collect additional information regarding an applicant's background. Section 455.213, Florida Statutes, requires the board to identify the date of conviction, finding of guilt, plea, or adjudication entered, or date of sentencing, for each crime reported.

**PLEASE NOTE:** You are NOT required to answer the questions below. Your application WILL NOT be considered insufficient for failing to answer these questions.

The questions below only pertain to the background of the APPLICANT. The questions below DO NOT pertain to the background of any authorized representatives listed in the application.

If you have more offenses to document, you may attach additional pages as necessary.

EXPLANATION
Name of person to whom this explanation relates:
Offense:
Was the penalty/disposition a result of a plea or a trial? <input type="checkbox"/> Plea <input type="checkbox"/> Trial
Was adjudication withheld? <input type="checkbox"/> Yes <input type="checkbox"/> No
Date of Conviction, Finding of Guilt, or Plea:
Date of Sentencing:

EXPLANATION
Name of person to whom this explanation relates:
Offense:
Was the penalty/disposition a result of a plea or a trial? <input type="checkbox"/> Plea <input type="checkbox"/> Trial
Was adjudication withheld? <input type="checkbox"/> Yes <input type="checkbox"/> No
Date of Conviction, Finding of Guilt, or Plea:
Date of Sentencing: