State of Florida
Department of Business and Professional Regulation
Construction Industry Licensing Board
Application for Registered Contractor Qualifying an Additional Business Entity Under a New License Category
Form # DBPR CILB 4

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

APPLICATION REQUIREMENTS

ALL License Applicants must submit:

- ❑ Fees:
  - If applying for registration between May 1st of an ODD year through August 31st of an EVEN year - $305.
    OR
  - If applying for registration between September 1st of an EVEN year through April 30th of an ODD year - $205.
  - Make check payable to the Florida Department of Business and Professional Regulation.
- ❑ Copy of current local competency card.
  - **Note –** You may also submit a letter from a local building official testifying that you have met local competency standards and requirements for your specific trade, and you are waiting for state registration.
  - **Note –** If the local jurisdiction **no longer offers** the license type applied for, please provide a copy of your previously issued local competency card or registration. To be eligible for state registration your local competency card or registration must have been held during 2021, 2022, or 2023, and the local jurisdiction must no longer issue the license type.

If the local jurisdiction who issued your competency card or registration no longer offers the license type applied for, you must also submit:

- ❑ Evidence that the local jurisdiction no longer issues that license type. Such as a copy of a notification on the website of the local jurisdiction or an e-mail or letter from the local building official or building department stating that they no longer offer that license type.
- ❑ **Credit report containing a credit score** on **applicant** 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 http://www.myfloridalicense.com/dbpr/pro/cilb/documents/cilb_credit_reporting_agencies.pdf.
  - See Section 2(h) of Instructions.
  - **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:** http://www.myfloridalicense.com/dbpr/pro/cilb/documents/cilb_approved_financial_responsibility_courses.pdf
- ❑ **Credit report on PRESENTLY qualified business and PROPOSED business to be qualified** 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 http://www.myfloridalicense.com/dbpr/pro/cilb/documents/cilb_credit_reporting_agencies.pdf.
- ❑ Electronic fingerprints. See Section 1(b)(ii) of Instructions.
- ❑ Supporting legal documentation, if necessary. See Section 2(j) of Instructions.
- ❑ Proof of satisfaction of liens, judgments, and discharge of bankruptcy, if applicable.

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 Registered Contractor Qualifying an Additional Business Entity
Form # DBPR CILB 4

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

CHECK ONE OF THE APPLICATION TYPES
❑ Registered License – Qualify an Additional Business Entity. **Complete Sections I- XIII only. [06xx/1044]**
❑ Registered License – Qualify an Additional Business Entity as an Individual. **Complete Sections I-XIII only. [06xx/1045]**
NOTE: If applying with a Financially Responsible Officer, the proposed Financially Responsible Officer must submit the CILB 8 application.

Section II – Applicant Licensure Category

CHECK ONLY ONE LICENSE CATEGORY For definitions and information on license categories please visit the Board's webpage and select the green box titled "License Types"		
❑Building	❑Mechanical	❑Roofing
❑Class A Air-Conditioning	❑Plumbing	❑Sheet Metal
❑Class B Air-Conditioning	❑*Precision Tank Tester	❑Solar
❑Commercial Pool/Spa	❑Residential	❑Swimming Pool/Spa Servicing
❑General	❑Residential Pool/Spa	❑**Tank Lining Applicator
		❑Underground Utility and Excavation
***NOTE: Precision Tank Tester applicants are required to provide a verification letter from the Department of Environmental Protection ("DEP") stating that the applicant meets the tank testing requirements established by DEP. ****NOTE: Tank Lining Applicator applicants are required to provide a verification letter from DEP stating that the applicant meets the tank lining requirements established by DEP.**		

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 ❑ Male ❑ Female			

* 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

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

RESIDENCE ADDRESS (IF DIFFERENT THAN MAILING ADDRESS)		
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? ❑ Yes ❑ 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 III – Applicant Personal Information – continued

ADDITIONAL BUSINESS ORGANIZATION INFORMATION	
List any additional businesses that you currently qualify:	
License Number	**Name of Business**
1.	
2.	
3.	
4.	
5.	

Applicants should allow an additional 60 days following Central Intake's acknowledgment of a completed application in order to attend the required Board appearance. The Board appearance may be excused if the applicant owns 20% or more of the proposed business or demonstrates unequivocally that the applicant is a W2 employee of the proposed business. All applications to qualify an additional business organization that will result in the applicant qualifying three (or more) business must appear before the Board, regardless of ownership or employee status.

Section IV – Information on Business Presently Qualified
NOTE: If you qualify more than one present business, attach additional copies for each separate business.

BUSINESS PRESENTLY QUALIFIED	
Business Name:	
Doing Business As (D/B/A):	Federal Employer ID Number (FEID):
Business Type: ❑ Sole Proprietor ❑ LLC ❑ Corporation ❑Partnership ❑Other (please specify): _____	
What percentage of ownership do you have in the PRESENTLY qualified business? _____% of PRESENTLY qualified business.	
Are you the Primary Qualifier for this company? ❑ **YES** ❑ **NO**	License number you use to qualify this company:
If there are additional qualifiers for this company, please provide their name(s) and license number(s) in the boxes below:	
Qualifier Name:	License Number:
Qualifier Name:	License Number:
Qualifier Name:	License Number:
Qualifier Name:	License Number:
Does the company have a Financially Responsible Officer? ❑ **YES** ❑ **NO** If **YES,** please provide the name and license number of the Financially Responsible Officer appointed below. **Name of Financially Responsible Officer: _____**	

Section V – Information on Business Proposed to be Qualified

BUSINESS PROPOSED TO BE QUALIFIED			
Business Name:			
Doing Business As (D/B/A):		Federal Employer ID Number (FEID):	
Business Type: ❑ Sole Proprietor ❑ LLC ❑ Corporation ❑Partnership ❑Other (please specify): _____			
Is this business already qualified? ❑ **YES** ❑ **NO** If so, provide the License Number(s) under which the business is qualified:			
Qualifier Name:	License Number:		
Qualifier Name:	License Number:		
Qualifier Name:	License Number:		
Qualifier Name:	License Number:		
Qualifier Name:	License Number:		
MAILING ADDRESS			
Street Address or P.O. Box			
City	State	Zip Code	
County (if Florida address)	Country		
BUSINESS CONTACT INFORMATION (IF DIFFERENT THAN APPLICANT INFORMATION)			
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		
QUALIFIER PAYMENT			
How will you supervise the business you PROPOSE to qualify (per Board Rule, supervision is demonstrated by one of the following)? ❑ Ownership – I own 20% or greater of the PROPOSED qualified business. ❑ Salary – I am an employee receiving a W2 from the PROPOSED qualified business. ❑ Other – Explain below how the PROPOSED qualified business is supervised and detail the supervisory structure of the PROPOSED business, including the method of payment for the applicant:			

Section V – Information on Business Proposed to be Qualified- continued

BUSINESS OWNERSHIP			
List below the business owners and the percentage of ownership for each. The total must equal 100%. Attach additional copies as necessary.			
Name of Owner	**Address**	**Social Security #/ FEID**	**% of ownership**

Section VI – 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.

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.

Please check one of the boxes below relating to the financial responsibility of the proposed business:

- ❑ The business currently has an approved Financially Responsible Officer.
  Name and license number of Financially Responsible Officer: _____
- ❑ The business will appoint a Financially Responsible Officer.
  Name of proposed Financially Responsible Officer who will be submitting the CILB 8 application: _____
- ❑ The business will not designate a Financially Responsible Officer. **As primary qualifying agent I will assume financial responsibility for the business organization.**

Section VII – Secondary Qualifier Information (Optional)

SECONDARY QUALIFIER	
Name of person legally appointed as a secondary qualifier and is responsible only for the supervision of fieldwork at sites where his or her license was used to obtain the building permit and any other work for which he or she accepts responsibility (this must be the applicant or a licensed contractor):	
Secondary Qualifying Agent Name	License Number (if applicable)
A secondary qualifying agent is not responsible for the supervision of financial matters.	

Section VIII – Financial Responsibility & Stability Requirements

FINANCIAL RESPONSIBILITY & STABILITY
See Section 2(h) of Instructions for information on completing this section.

- **CREDIT REPORT**
  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).
- **FINANCIAL RESPONSIBILITY & STABILITY REQUIREMENTS**
  Financial responsibility & 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).

  Does the submitted credit report show a credit score of 660 or higher? ❑ Yes ❑ No

  If no, the financial stability requirement must be met by providing proof of completion of an approved 14-hour financial responsibility course.

Have you completed a financial responsibility course approved by the Construction Industry Licensing Board? ❑ Yes ❑ No

If yes, please complete the fields below.

School Name:	School Provider #:
Name of Course:	
Date(s) Attended:	

Section IX– Insurance Coverage

INSURANCE
Minimum amounts required for General Liability insurance: General and Building Contractors - $300,000 public liability; $50,000 property damage All other categories - $100,000 public liability; $25,000 property damage
1. Have you obtained public liability and property damage insurance in the amounts determined by rule of the Construction Industry Licensing Board, as specified above? ❑ Yes ❑ No
2. Have you obtained workers' compensation insurance or filed for an exemption with the Division of Workers' Compensation, and if not, do you attest that you will obtain an exemption within 30 days after your license is issued? ❑ Yes ❑ No

Section X– Background Questions for Business to be Qualified

BACKGROUND QUESTIONS Instructions:
The Applicant and Authorized Representative(s) of the <u>PROPOSED</u> business must answer the background questions in this section. **Authorized Representative(s) of the business are any of the following:** • **All officers and directors (if qualified business is a corporation or any other business entity with officers and directors)** • **All members and managers (if qualified business is a LLC)** • **All partners (If qualified business is a partnership)** • **All members (if qualified business is a business entity other than those described above)** **<u>NOTE</u>: Accuracy of Authorized Representative(s) of the business may be checked on the Florida Division of Corporations website www.sunbiz.org.**
If YES to questions 1 or 2, please complete section XI. **If YES to questions 3 or 4, please complete section XII.**
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 MAY 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 X – Background Questions– continued

Person #	Indicate each response by checking "Yes" or "No"	Question Number 1	2	3	4
1	**Applicant** – Print Name Social Security #:	❑Yes ❑No	❑Yes ❑No	❑Yes ❑No	❑Yes ❑No
2	**Authorized Representative**– Print Name Social Security #:	❑Yes ❑No	❑Yes ❑No	❑Yes ❑No	❑Yes ❑No
3	**Authorized Representative** – Print Name Social Security #:	❑Yes ❑No	❑Yes ❑No	❑Yes ❑No	❑Yes ❑No
4	**Authorized Representative** – Print Name Social Security #:	❑Yes ❑No	❑Yes ❑No	❑Yes ❑No	❑Yes ❑No
5	**Authorized Representative** – Print Name Social Security #:	❑Yes ❑No	❑Yes ❑No	❑Yes ❑No	❑Yes ❑No
6	**Authorized Representative** – Print Name Social Security #:	❑Yes ❑No	❑Yes ❑No	❑Yes ❑No	❑Yes ❑No
7	**Authorized Representative** – Print Name Social Security #:	❑Yes ❑No	❑Yes ❑No	❑Yes ❑No	❑Yes ❑No
8	**Authorized Representative** – Print Name Social Security #:	❑Yes ❑No	❑Yes ❑No	❑Yes ❑No	❑Yes ❑No
9	**Authorized Representative** – Print Name Social Security #:	❑Yes ❑No	❑Yes ❑No	❑Yes ❑No	❑Yes ❑No
10	**Authorized Representative** – Print Name Social Security #:	❑Yes ❑No	❑Yes ❑No	❑Yes ❑No	❑Yes ❑No

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

Section XI – Explanations for "Yes" answers to Questions 1-2 – Attach additional copies as necessary

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

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

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

Section XII – Explanations for "Yes" answers to Questions 3-4 – Attach additional copies as necessary

EXPLANATION	
This explanation relates to person # (check one): ❑ 1 ❑ 2 ❑ 3 ❑ 4 ❑ 5 ❑ ____	This explanation relates to question # (check one): ❑ 3 ❑ 4
State/Jurisdiction:	Application Type/License Number:

EXPLANATION	
This explanation relates to person # (check one): ❑ 1 ❑ 2 ❑ 3 ❑ 4 ❑ 5 ❑ ____	This explanation relates to question # (check one): ❑ 3 ❑ 4
State/Jurisdiction:	Application Type/License Number:

Section XIII – 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. Definition of "Registered Contractor" –

i. A contractor who has registered with the department pursuant to fulfilling the competency requirements in the jurisdiction for which the registration is issued.

ii. Registered contractors may contract only in such jurisdictions.

b. All Applicants:

i. Applicant must meet local competency standard requirements and submit either a current copy their local competency card, or a letter from a local building official testifying that you have met local competency standards and requirements for your specific trade, and you are waiting for state registration.

(1) If the local jurisdiction no longer offers the license type you are applying for, please provide a copy of your previously issued local competency card or registration. To be eligible for registration your local competency card or registration must have been held during 2021, 2022, or 2023, and the local jurisdiction must no longer issue the license type.

(2) If the local jurisdiction no longer offers the license type you are applying for, you must also submit evidence that the local jurisdiction no longer issues that license type. Such as a copy of a notification on the website of the local jurisdiction or an e-mail or letter from the local building official or building department stating that they no longer offer that license type.

ii. Applicant must 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 https://www2.myfloridalicense.com/fingerprinting/ for more information.

2. Application Instructions (by section)

a. Section I- Application Type

i. Registered License – Qualify an Additional Business Entity.

(1) Select this application type if you will qualify more than one business entity, AND

(2) You meet the requirements outlined in 1(b) above.

(3) Complete entire application.

ii. Registered License – Qualify an Additional Business Entity as an Individual

(1) Select this application type if you will qualify more than one business entity, AND

(2) You meet the requirements outlined in 1(b) above.

(3) Complete Sections I-XIII of the application.

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. Additional contact information is optional and will be used when the applicant cannot be reached using their primary contact information.

vii. 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.

viii. 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.

ix. Applicants are required to list any additional businesses that they qualify. Please provide the license number that is qualifying the business and the name of each additional business that is already qualified.

d. Section IV- Information on Business Presently Qualified

i. Complete this section entirely.

ii. Provide the name of the business presently 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 presently qualified.

v. Select the box that indicates the type of business ownership for the business presently qualified.

vi. Applicants must provide the percentage of ownership that they have in the business presently qualified.

vii. Applicants must answer if they are a primary qualifier of the company and must list the license number they use to qualify the company.

viii. Applicants must list if there are additional qualifiers for the company, if applicable.

ix. Applicants must answer if the company has a Financially Responsible Officer and provide the license number of the Financially Responsible Officer, if applicable.

e. Section V- Information on Business Proposed 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 state whether the business proposed to be qualified is already qualified by another contractor. If so, provide the qualifying contractor's name and license number in the spaces provided.

vii. Applicants must provide the business mailing address of the business proposed to be qualified.

viii. 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.

ix. 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.

x. Applicants are required to state the method in which the business proposed to be qualified will pay the applicant. Select the appropriate payment method. If payment will be a combination of payment methods, select "Other" and describe the method of payment. For example, "Other: % of profits and salary", if the applicant will be paid under both percentage of profits and paid a salary.

xi. Applicants must provide the percentage of ownership that they have in the business proposed to be qualified.

xii. 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.

xiii. The percentage of ownership for all owners together must equal 100%.

f. Section VI- Primary Qualifier Information

i. All construction businesses must have a primary qualifier.

ii. If this application is for a business that is not qualified by another contractor, 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 VII.

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).

g. Section VII- Secondary Qualifier Information

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

h. Section VIII- Financial Responsibility & Stability Requirements

i. Complete this section entirely.

ii. Applicants 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) Applicants 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.

i. Section IX- Insurance Coverage

i. Complete this section entirely.

ii. Applicants must have adequate Workers' Compensation and Liability Insurance as specificied 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.

j. Section X- 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 XI or XII, 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 full explanations as required below. If you have more than three offenses to document in Section XI or more than two in Section XII, attach additional copies as necessary.

k. Section XI- 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 XI [*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:

(1) If you answer "yes" to this question, you must complete Section XI [*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.

l. Section XII- 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 XII [*make additional copies as necessary*] 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 XII [*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.

m. Section XIII- Affirmation by Written Declaration

i. Applicant must sign the affirmation by written declaration.

VOLUNTARY CRIMINAL HISTORY INFORMATION:

Beginning October 1st, 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? ❑ Plea ❑ Trial
Was adjudication withheld? ❑Yes ❑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? ❑ Plea ❑ Trial
Was adjudication withheld? ❑Yes ❑No
Date of Conviction, Finding of Guilt, or Plea:
Date of Sentencing: