

## **CONTRACTOR INFORMATION**

**Certified Contractor:** State of Florida. You are tested by the State of Florida, which will allow you to operate throughout the State of Florida with minimum requirements for each City/County jurisdiction.

Minimum licensing requirements generally consist of: State license proof, liability and worker's compensation insurance and business license tax receipt from your base jurisdiction.

State testing requirements can be reviewed in Florida Statute 489, Part I, Section 489.111. The State can also be contacted at 850-487-1395.

**Registered Contractor:** Tested by private company. You are tested by your local City/County jurisdiction, which will allow you to only operate in the jurisdictions that will reciprocate the testing. The test is proctored by the testing company for the jurisdiction you are taking the exam. Once you pass the exam(s) (with at least a 70%), you will need to apply to the State of Florida for a Registered State License and provide your State Registration to your local jurisdiction to finish your licensing process.

To become registered in Key West you must: Provide letter of reciprocity from jurisdiction you tested in, State Registration, proof of liability and worker's compensation insurance; obtain a competency card (ID number showing proof that you were locally tested). There may be other requirements pending on where you license your business location.

**Specialty Contractor:** Tested by private company: You are tested by a local City/County jurisdiction, which will allow you to only operate in the jurisdictions that will reciprocate the testing. The test is proctored by the testing company for the jurisdiction you are taking the exam. Once you pass the exam(s) (with at least a 70%), you will then apply to your jurisdiction for your local license with proof of your other requirements.

To become a specialty contractor in Key West, you will need: Testing proof, liability and worker's compensation insurance, obtain a competency card (ID number showing proof that you were locally tested) and two notarized letters of reference. You will need to provide proof of Corporation or LLC if working as other than an individual.

**Testing Info:** The City of Key West offers the local exam three times a year. The Monroe County Building Department, located in Marathon also offers the local testing. They can be contacted at 305-289-2583.

**Basic Information:** The City of Key West requires that contractors operate from a commercial location if they have employees. In order to complete that license application, we will need a commercial lease, commercial garbage proof and proof that utilities are current at the property.

If you are intending to work alone, you may be able to obtain a home occupation with the approval of the property owner.

If you are based out of Monroe County, you must first obtain a license with Monroe County Tax Collector's Office located at 1200 Truman Ave, Key West, Florida. Phone number 305-295-5060.

If you are tested by a jurisdiction other than Key West, we will need a Letter of Reciprocity from the jurisdiction where you tested along with two notarized letters of reference. The testing agency affiliated and proctored for the City of Key West and accepted from other jurisdictions is Thomson Prometric (formerly known as Experior Assessments, LLC).

The main Business License Tax Application can be downloaded from the City of Key West web site: [www.keywestcity.com](http://www.keywestcity.com). Look under the Building Department and then select the License Department that will be listed on the right hand side of the page. Then select Forms and Applications. The application is listed as Business License Application. This will be the same procedure for Competency Card application.

Should you have any further questions, please call 305-809-3955 for assistance.