



CITY OF PANAMA CITY BEACH

Building and Planning Department

CERTIFICATE OF COMPETENCY REQUIREMENTS and APPLICATION

PCB Code of Ordinances Chapter 8 (Sec. 8-74)

The following items must be provided with a completed Certificate of Competency (Comp Card) Application:

1. Evidence of passing an examination that the Department of Business and Professional Regulation accepts to issue a state registered license with a score of $\geq 75\%$. The examination shall demonstrate qualification to work at the level and in the trade for which has been applied.

If the exam was taken over four (4) years past, you must appear before our Examining Board. The Board generally meets the third Tuesday of each month at 3 p.m. All paperwork must be submitted complete to the Building Department 20 days prior to the meeting and meeting time should be confirmed with the Building Department.

If the Exam was taken within the last four (4) years, you do not have to appear before the Board, however, the below mentioned items must be also be provided.

2. Proof of a current State License issued by the Florida Department of Business and Professional Regulation
3. Local Business Registration / Business Tax Receipt
Proof of payment of all applicable local business taxes under Chapter 14 of the City Code, or proof of payment of a business tax for the current year to the county or municipality in the state where the person's permanent business location or branch office is maintained.
4. Provide evidence of a Surety Bond (also known as a License or Permit Bond) for the sum of \$5,000
The bond shall be executed with a responsible surety company authorized to do business in the state, conditioned to protect the city or the owner of premises per the City Code of Ordinance Chapter 8 Sec. 8-76. The bond required by this section shall have a minimum effective period of one year from issuance.
5. General Liability Insurance
Provide proof of current public liability and property damage insurance coverage in the amount required by Florida Administrative Code Rule 61 G4-15.003, as amended from time to time. (COI should show City of Panama City Beach – 116 South Arnold Rd., PCB, FL 32413) as the Certificate Holder.)
6. Worker's Compensation Insurance
Provide proof of workers' compensation insurance as required by Chapter 440 or an exemption certificate as qualified for under section 440.05, Florida Statutes. (COI should show City of Panama City Beach – 116 South Arnold Rd., PCB, FL 32413 as the Certificate Holder.)
7. Proof of CEUs (Continuing Education Units)
8. Competency Card application must be completed in detail and notarized.
9. Copy of Driver's License.
10. A notarized list of persons who can pull permits under the applicant's license.
11. A \$50 fee (local), \$150 fee (out of county), \$300 fee (out of state) is required at time of issuance of a certificate of competency (comp card).

Newly issued certificates of competency shall expire on September 30 following the one-year anniversary of the date of issuance. Certificates (Competency Cards) shall then be renewed for two year terms.



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Building and Planning Department

CERTIFICATE OF COMPETENCY APPLICATION

PCB Code of Ordinances Chapter 8 (Sec. 8-74)

Applicant and Examination Information	
Name: _____	Phone Number: _____
Address: _____	City: _____ State: _____ Zip Code: _____
Email address: _____	
Trade Type: _____	
Date of Examination: _____	
Proctor Agency: _____	Location: _____
Trade Score: _____	Business/Law Score: _____ Other: _____
State License Number: _____	Date Issued: _____

Current Employment Information	
Company Name: _____	Phone Number: _____
Address: _____	City: _____ State: _____ Zip Code: _____
Employment Date: _____	Title/Position: _____

Education, Experience, and Employment History
<p>Education Record:</p> <p>Please list schools attended, including type of school, number of years attended, and location:</p> <p>_____</p> <p>_____</p> <p>_____</p>

List all Competency Certificates issued to you.

Type/Number	Issued By	Received	Expiration	By Exam	
_____	_____	_____	_____	<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

List recent employers, beginning with the most recent (attach separate sheet if necessary).

Company	Location	Dates of Employment	Position	Reason for leaving
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

Education, Experience, and Employment History (continued)

List all businesses that you have acted as a Qualifier and in which you have had an active part during the past five years.

Company	Address	Title/Position
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

How many years of practical experience have you had? _____

List the number of years you served as:

Apprentice _____ From _____ to _____
 Journeyman _____ From _____ to _____

State in detail your experience and capacity in which you served in your field of business.

Describe your knowledge of relevant codes and changes to codes since you examination.

Have you ever been convicted of any crime, other than a minor traffic violation? Yes No

If yes, state where and what offense: _____

Has your license ever been suspended or revoked? Yes No

If yes, please explain: _____

Have you ever had any liens filed against your jobs? Yes No

If yes, please explain: _____

Print Name of Applicant: _____

Signature of Applicant: _____ Date: _____

STATE OF FLORIDA, COUNTY OF _____ Notary Name _____

Sworn to (or affirmed) and subscribed before me Seal

this _____ day of _____ 20 _____, Personally known or I.D. _____