

Check List for applicants (Competency Card)

Test Score for Business and law separated since 02/01/1993

**Note: All information is required at the close out date (2nd Wednesday of each month)
Application fee (Non-refundable) \$100.00**

- Personal Questionnaire
- Photo (i.e.: copy of Drivers' License, Photo will be accepted)
- References
- Employment Experience
- Business to be qualified Information (If applicable)
- Credit References
- Experience affidavits -4 in the application –Mandatory (must be our forms, notarized and original) No copies accepted
- General Application Questionnaire
- **Personal** Financial Statement
- **(Personal)** Current Approved Credit Bureau Report
- **Profit, Loss & Balance sheet of Company** (If doing Business as)
- Current approved Credit Bureau Report (Company) (if doing Business as)
- General Liability insurance, Workman's Compensation **or** Worker's Comp Exempt (Note: Insurance policies must list Citrus County Building Division as Certificate holder)
- Copy of state registration card (if trade state regulated trade)
- Copy of home base business tax receipt (formally known as occupational license) Test scores sent from sponsoring county or city (required 75% or higher)

Insurance Requirements

Note: All insurance must list, Citrus County as the certificate holder as follows:

Citrus County Building Department

3600 W. Sovereign Path Suite 111
Lecanto, FL 34461

\$50,000 Property Damage

\$100,000 Injury/Death for one person

\$300,000 Injury/Death for more than one person

Net worth by trade: (subject to change)

\$20,000 – General/ Building/Residential

\$10,000- Roofing/ Sheet metal/ Air Conditioning – “A” – “B”- “C”/ Mechanical/ Swimming Pool “C”
Servicing/ Plumbing/ Underground Utility/ Pollutant/ Storage System Specialty/ Solar/ Specialty structure/
Electrical

\$5,000- Electrical Specialty Contractor- which are (A) Lighting Maintenance (B) Sign Specialty (C) Low Voltage system (D) Utility Electrical Line Contractor

\$2,500 – Residential Solar water heating specialty Contractor/ Local specialty Contractors