

# STEPS TO BECOMING A LOCALLY LICENSED SPECIALTY CONTRACTOR

## COMPETENCY CARD

Choose from the EXPERIOR State of Florida City/County Exam Outlines the specialty trade(s), i.e. carpentry, painting, drywall that you are interested in pursuing at...

[www.prometric.com](http://www.prometric.com)

Contact an EXPERIOR testing center to see if you qualify to take the exam(s) for the trade(s) of your choice. All trades require a minimum of 2 years verifiable experience, financial stability and an acceptable credit rating. Some trades require 3-6 years of verifiable experience. Check with the testing center for specific qualifying requirements.

### TESTING CENTERS IN CLOSE PROXIMITY TO INDIAN RIVER COUNTY.

St. Lucie County	772-462-1673
Brevard County	321-633-2058
Martin County	772-288-5482
Experior Assessments (Thomson-Prometric)	800-280-3926

Request a letter of reciprocity (passing grade of minimum 70%) from your testing center/sponsor to be sent to Indian River County. A letter of reciprocity is a formal record of your testing scores in a letter format. The letter must come directly from the testing center/sponsor. It can be mailed, faxed or hand delivered to us in a sealed envelope.

Indian River County  
Building Division/Contractor Licensing  
1801 27<sup>TH</sup> Street  
Vero Beach, FL 32960  
772-770-5333 FAX

Submit the Indian River County **Specialty** license application; remit \$50. annual fee, copy of liability and \*workers' compensation insurance certificate with Indian River County as the certificate holder. (\*or workers' compensation exemption)

You will need to apply for and receive a business receipt tax in the jurisdiction in which your **business is located** once you have obtained your competency card. Your competency card will not be valid until that time. You must supply a copy of this receipt to this office. A business tax receipt is proof of payment of a tax that is charged for establishing a business in a given area in the State of Florida.

Reminder: Passing of the trade and business & law exams are required to be eligible for a competency card. (Trades that do not have a trade exam do require testing of the business & law test.)

The competency card issued by the Indian River County Building Division is valid for the area of Indian River County and the City of Vero Beach. It is not valid for other counties or municipalities such as City of Sebastian, City of Fellsmere, Town of Indian River Shores and Town of Orchid.

You will be provided with a courtesy competency card renewal notice each year by mail. It is your responsibility to renew your competency card each year along with updating your address, phone, and all required documents (occupational license, general liability, workers' compensation). All competency cards expire on July 31<sup>st</sup>. All business tax receipts expire on September 30<sup>th</sup>.

**CONTACT THE CONTRACTOR LICENSING DIVISION AT:**

**INDIAN RIVER COUNTY ADMINISTRATION BUILDING  
COMMUNITY DEVELOPMENT DIVISION/BUILDING DIVISION  
1801 27<sup>TH</sup> STREET  
VERO BEACH, FL 32960  
772-567-8000  
772-770-5333 FAX  
M-TH 8:00 – 5:00  
FRI 9:00 TO 5:00**

**Betty Hunter, Contractor Licensing Investigator**

**772-226-1800**