



HOME OF PELICAN ISLAND  
BUILDING DEPARTMENT  
1225 MAIN STREET • SEBASTIAN, FLORIDA 32958  
TELEPHONE: (772) 589-5537 • FAX (772) 589-2566

## STEPS TO BECOMING A LOCALLY LICENSED SPECIALTY CONTRACTOR

Contact one of the testing centers listed below to see if you qualify to take the exam(s) for the trade of your choice. All trades require a minimum of 2 years verifiable experience. Some require 3-6 years verifiable experience.

### TESTING CENTERS

City of Port St. Lucie	772-871-5132
St. Lucie County	772-462-1673
Brevard County	321-633-2058
Martin County	772-373-8421

The City of Sebastian Construction Board no longer sponsors new applicants for specialty testing, but will reciprocate with your testing center / sponsor. Once you have obtained your license you must register your license with the City of Sebastian prior to starting any work within City limits. Please request a letter of reciprocity with a minimum passing grade of 70% from your testing center / sponsor. A letter of reciprocity is a formal record of your testing scores in letter format. The letter must come directly from the testing center / sponsor, this letter may be mailed **or** faxed followed by an original **or** hand delivered in a sealed envelope.

Submit the City of Sebastian Registration form; remit \$30.00 annual fee, copy of liability and workers compensation insurance certificate with the City of Sebastian as the certificate holder or workers compensation exemption. Passing of the trade and business & law test 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.

You will need to apply for and receive a business tax receipt in the jurisdiction in which **your business** is located. 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. Submit Business Tax Receipt with registration form.

**The competency card is issued by the City of Sebastian and is not valid for any other municipality. It is your responsibility to renew your competency card each year along with all supporting documentation. All competency cards and business tax receipts expire September 30<sup>th</sup>.**

If you have questions you may contact Linda Lohsl at 772-388-8234; FAX 772-589-2566