

ORDINANCE 11- 02

AN ORDINANCE ADDRESSING CONTRACTORS AND SPECIALTY TRADES FEES, ELECTRICAL, MECHANICAL, PLUMBING, PLANS REVIEW, MOBILE HOME SET UP, ETC., UPDATING, PROVIDING A TABLE OF CONTENTS, PROVIDING A TITLE, PROVIDING FOR ADOPTION OF NATIONAL STANDARD CODES RELATING TO BUILDING, FIRE, SUPPRESSION, LIFE SAFETY, PLUMBING, MECHANICAL, ELECTRICAL, GAS, AND SWIMMING POOLS BY REFERENCE, PROVIDING FOR AUTHORITY AND AUTHORIZATION TO COLLECT FEES, CHARGES AND EXPENSES FOR PLANS REVIEW AND PERMITS, MOVING OF BUILDINGS AND STRUCTURES, MANUFACTURED BUILDING SET UP, AND OTHER PERMITS, REINSPECTION FEES, FAX FEES, AND UNDATING OF PERMITS, PROVIDING DEFINITIONS, PROVIDING FOR THE HOLMES COUNTY BUILDING VALUATION TABLES AND FEE SCHEDULES, PROVIDING FOR THE COLLECTION OF SURCHARGES, AS REQUIRED BY STATE LAW, PROVIDING REQUIREMENTS FOR CALCULATING MULTIPLE USE FACILITIES, PROVIDING FOR PROCEDURE FOR CALCULATING FEES FOR PERMITS NOT BASED ON THE VALUATION TABLES PROVIDING FOR COMPLIANCE, PROVIDING FOR FEE SCHEDULES AND TABLES, PROVIDING FOR SEVERABILITY, PROVIDING FOR REPEALS OF CONFLICTING PROVISIONS, PROVIDING FOR AN EFFECTIVE DATE.

BE IT HEREBY ORDAINED BY THE BOARD OF COUNTY COMMISSIONERS OF HOLMES COUNTY, FLORIDA, AS FOLLOWS:

Section 1- General Provisions

1.1- Short Title

This Ordinance shall be known as the Holmes County Construction Permit Fee Authorization Ordinance.

1.2- Authority

WHEREAS, pursuant to Florida Statutes 125.01, the Board of County Commissioners of Holmes County, Florida is authorized to adopt codes by reference for the construction of buildings and other related structures; and

WHEREAS, the adoption of these codes is necessary to facilitate the proper construction and maintenance activities of buildings and structures within the geographic limits of Holmes County, Florida, to protect the health, safety and welfare of citizens and visitors; and

WHEREAS, pursuant to Florida Statutes 125.56, the Board of County Commissioners of Holmes County, Florida is authorized to set and collect reasonable fees for the renewal and issuance of construction permits; and

WHEREAS, pursuant to Florida Statutes 468.631 and 553.721, the Board of County Commissioners of Holmes County, Florida is required to collect certain surcharges mandated by the State of Florida; and

WHEREAS, current construction permit fees have been in effect within Holmes County, Florida for an extended period of time; and

WHEREAS, fees are needed to properly cover the cost of plans review inspections and the issuance of permits; and

WHEREAS, permit fees have not kept pace with the cost of conducting plans reviews and issuing necessary permits; and

THEREFORE, it is hereby declared by the Board of County Commissioners of Holmes County, Florida that the following codes and requirements and the authorization of fees are in full force and effective upon adoption by the Board of County Commissioners of Holmes County, Florida.

1.3 Codes Adopted By Reference

A. The permittee will be responsible for compliance with all codes and ordinances adopted by local, state and federal agencies. The following specific codes and subsequent amendments are hereby adopted by reference and are to be considered the minimum standards with which compliance is required for construction of any improvements in Holmes County, Florida.

1. The Building Code shall be the Florida Building Code- Building, 2007 Edition, including any attached appendix.
2. The Residential Code shall be the Florida Residential Code- Residential, 2007 Edition, including any attached appendix.
3. The Existing Building Code shall be the Florida Building Code- Existing Building, 2007 Edition, including any attached appendix.
4. The Accessibility Code shall be Chapter 11 of the Florida Building Code- Building, 2007 Edition, including any attached appendix.
5. The Energy Efficiency Code shall be Chapter 13 of the Florida Building Code- Building, 2007 Edition, including any attached appendix.
6. The Electrical Code shall be the National Electric Code- Electrical, 2008 Edition, including any attached appendix.
7. The Plumbing Code shall be the Florida Building Code- Plumbing, 2007 Edition, including any attached appendix.
8. The Mechanical Code shall be the Florida Building Code- Mechanical, 2007 Edition, including any attached appendix.
9. The Gas Code shall be the Florida Building Code- Fuel Gas, 2007 Edition, including any attached appendix.

10. The Swimming Pool Code shall be Chapter 4, Section 424 of the Florida Building Code- Building, 2007 Edition, including any attached appendix.
11. The Irrigation and Lawn Sprinkler Code shall be the Florida Building Code- Plumbing, 2004 Edition and the Florida Irrigation Society Standards, 2002 Edition, including any attached appendix.
12. Coastal Construction Code shall be the FEMA Coastal Construction Manual, 55 Publication, June 2007 Edition, Coastal Construction Manual, including any attached appendix.
13. The Fire/ Life/ Safety Code shall be the Florida Fire Prevention Code, 2007 Edition, including any attached appendix.

1.4 Fees, Charges and Expenses

A. A Permit is Required when:

1. An owner, authorized agent, or contractor desires to construct, enlarge, alter, move, demolish, or change the occupancy of a building or structure.

BUILDING: Any structure used or intended for supporting or sheltering any use of occupancy.

STRUCTURE: Anything constructed or erected with a fixed location on and or below the ground, measuring thirty (30) inches above natural grade. May be a building, wall, deck, sign, billboard, liquid storage tank, antenna, or tower.

EXCEPTION Non Residential farm buildings on a Bona Fide farm operation per F.S. 553.73 (7) C. (1) and 604.50.*

2. An owner, authorized agent, or contractor desires to erect, enlarge, alter, repair, remove, convert, or replace any electrical, gas, mechanical, plumbing system, fire, prevention system or swimming pool, the installation which is regulated by the technical codes.

B. Schedule of plans review and permit fees:

1. The schedule of plans review and building permit fees shall be as listed in Section 2 of this ordinance.
2. The fee schedule for building permit fees may include a base fee for building permits and sub-permits which may be assessed for any required permit. Plans review fees shall be collected at the time of submittal and permit fees will be collected at the time of permit issuance.

review fees shall be collected at the time of submittal and permit fees will be collected at the time of permit issuance.

A re-submittal occurs when previously submitted plans or portions thereof have been rejected and are being submitted for continuing review.

An addendum occurs when changes are presented for an existing permitted project.

3. Any construction plans or documents deemed necessary for ICC review shall be assessed a fee in addition to the actual ICC review fee, pursuant to the fee schedule. The electrical review of these plans or documents shall be assessed an additional surcharge to the ICC plan review, pursuant to Section 2 of this ordinance.

4. Moving of building or structure.

Fees will be assessed pursuant to Section 2 Fee Schedules and Tables for the moving of any building or structure.

5. Demolition of building or structure.

Fees will be assessed pursuant to Section 2 Fee Schedules and Tables for demolition of any building or structure.

6. Manufactured building/Mobile home set up.

Fees will be assessed for the placement or replacement of any manufactured building/mobile home for any purpose other than temporary storage use, pursuant to Section 2 Fee Schedules and Tables.

7. Other Permit Fees.

Fees will be assessed pursuant to Section 2 Fee Schedules and Tables for plumbing, gas, electrical, mechanical, fire suppression, swimming pool, and irrigation and lawn sprinkler permits.

8. Re-inspection Fees.

Fees will be assessed pursuant to Section 2 Fee Schedules and Tables for re-inspections based on a per trip per trade basis.

9. Fax Fee Charge.

A fee will be assessed for faxing pursuant to Section 2 Fee Schedules and Tables.

10. Updating Permits.

Another permit will be issued for the update and the base fee plus permit fees will be assessed pursuant to Section 2 Fee Schedules and Tables.

- C. Work Commencing before the issuance of a permit.

Any person who commences any work on a building, structure, electrical, gas, mechanical, plumbing, fire prevention system or swimming pool before obtaining the necessary permits shall be subject to a penalty of one hundred percent (100%) of the usual permit fee in addition to the required permit fee.

- D. Building Permit Valuation.

If in the sole opinion of the Building Official, the building, alteration, or structure appears to be underestimated on the application, the permit may be denied until recalculated, unless the applicant can show detailed cost estimates which meet the approval of the Building Official.

- E. Compliance with Codes.

In all construction matters, the permit holder and owner are responsible for compliance with all the technical, Land Development Regulations and the Comprehensive Plan adopted by the Holmes County Board of County Commissioner.

SECTION 2 FEE SCHEDULES AND TABLES

2.1 Building Permit Fee Schedule

- A. All sub-permits will be assessed a base fee of \$10.00 per unit for multiple units.
- B. The construction cost of all new buildings and additions shall be calculated using the contract amount, estimated cost of construction, or the valuation table developed by Holmes County based on the Building Valuation Table taken from the February, 2005, Building Safety Journal published by the International Code Congress (ICC). *See Attachment "A"*.
- C. Multiple use construction plans review and building permit fees shall be calculated as described in "B" above, based on the primary use of the building or structure.
- D. Building permits other than new construction: (i.e. remodeling, renovation, re-roofs, pools, docks, fences, decks, seawalls, siding, change out of windows and / or doors, boathouses, detached garages, etc.) shall be calculated using the contractor's contract cost or estimated cost of construction.
- E. The table below shall be used to assess fees based on the total valuation.

TOTAL VALUATION	FEE
<u>\$1,000.00 and less</u>	No Building Permit required unless an inspection is required.
\$1,001.00 to \$15,000.00	\$20.00 for the first \$2,000.00 plus \$6.16 for each additional thousand or fraction thereof, up to and including \$15,000.00
\$15,001.00 to \$50,000.00	\$100.00 for the first \$15,000.00 plus \$5.72 for each additional thousand or fraction thereof, up to and including \$50,000.00.
\$50,001.00 to \$100,000.00	\$300.00 for the first \$50,000.00 plus \$4.00 for each additional thousand or fraction thereof, up to and including \$100,000.00.
\$100,001.00 to \$500,000.00	\$500.00 for the first \$100,000.00 plus \$3.75 for each additional thousand or fraction thereof, up to and including \$500,000.00.

2.2 Plan Review Fee

Fees for review of plans shall be collected at the time of submittal. Fees will be assessed at ten percent (10%) of the calculated permit fee. A minimum fee of \$25.00 shall be collected for any plan submittal. Residential re-submittals and addenda will be assessed a fee of \$25.00. Commercial re-submittals and addenda will be assessed a fee of \$50.00.

2.3 Any construction documents deemed by the Building Official necessary for ICC review shall be assessed a fee of \$200.00, plus the cost of ICC review. The electrical review fee for these documents shall be twenty five percent (25%) of the ICC plan review fee.

2.4 Moving or building structure: \$75.00

2.5 Demolition of building or structure: 0 to 5000 square feet \$50.00
5,001 square feet and up \$100.00

2.6 Manufactured building set up: As determined in the Building Permit Fee Schedule 2.1.

2.7 Mobile Home set up: \$100.00

2.8 Other Permit Fees:

Plumbing and Gas: *See Attachment "B"*

Electrical: See Attachments "C" and "D"
Mechanical: The permit fee for all new heating, ventilating, air conditioning and refrigeration systems and repairs to existing systems shall be \$20.00 for the First \$1,000.00 or fraction thereof, of valuations of the installation plus \$5.00 for each additional \$1,000.00 or fraction thereof, plus the base fee for each unit in the building.

- 2.9 Fire Sprinkler System Permit: \$1.00 per head plus \$10.00 base fee per unit in the building.
- 2.10 Re-inspection Fees: \$30.00 per trip- per trade.
- 2.11 Fax Fee Charge \$10.00 each.
- 2.12 Updating Permits:
Another permit will be issued for the update and a fee will be assessed for the new permit plus the base fee of \$10.00.
- 2.13 Fees may be waived for the replacement of equal value for property loss due to fire or storm damage.
- 2.14 Refunds: A permit fee may be refunded if the Building Department is notified by the holder in writing within sixty (60) days of the date of issuance. Qualifying refunds shall be seventy five (75%) percent of the original permit fee.
- 2.15 Holmes County Competency Card
- A. All registered contractors desiring to perform services pursuant to this ordinance or otherwise shall obtain a Holmes County Competency Card by completing the application process. See attachment "E".
 - B. Qualified applicants will be subject to fees for proper license to operate in Holmes County. See Fee Schedule for License, attachment "F".

SECTION 3 SEVERABILITY

If any part of this ordinance is found to be unconstitutional by a court of competent jurisdiction, that part may be stricken without effect upon the balance of the ordinance.

SECTION 4 REPEALING CLAUSE

All ordinances or parts thereof in conflict with the provisions herein contained are, to the extent of such conflict, hereby superseded and repealed.

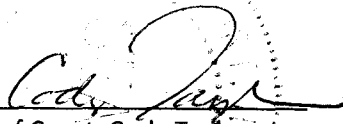
SECTION 5 EFFECTIVE DATE

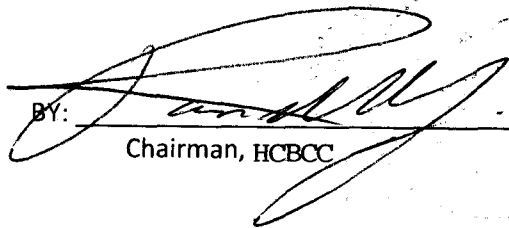
This ordinance shall take effect on 5/31/11

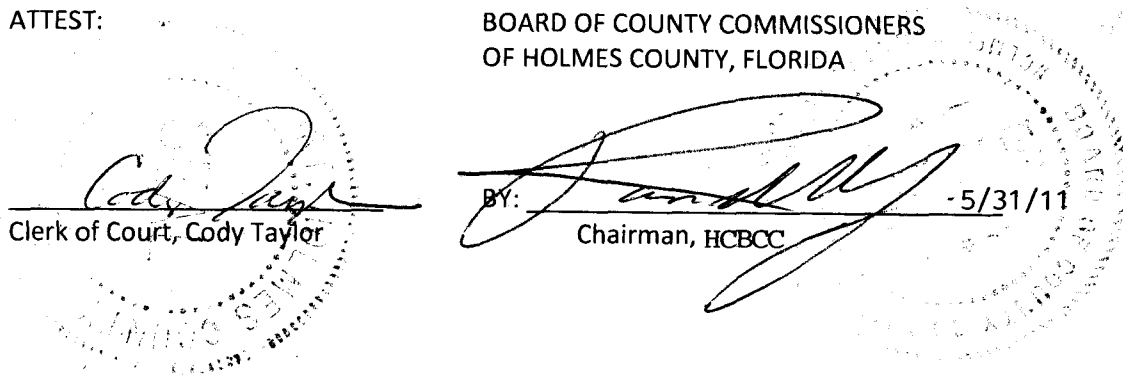
ADOPTED This 31st Day of May,
2011.

ATTEST:

BOARD OF COUNTY COMMISSIONERS
OF HOLMES COUNTY, FLORIDA


Clerk of Court, Cody Taylor

BY:  -5/31/11
Chairman, HCBCC



Attachment "A"
 BOKNIS COUNTY VALUATION TABLE FOR SQUARE FOOTAGE CONSTRUCTION COSTS *1,2,3

Group (2004 Florida Building Code) Type Of Construction

Group	Description	Type Of Construction										
		1A	1B	11A	11B	111A	111B	111C	IV	VA	VB	
A-1	Assembly, Theater with Stage	175.32	169.68	165.73	158.91	147.77	146.99	133.38	140.28	173.30	118.37	
A-1	Assembly, Theater without Stage	161.71	156.07	152.12	145.30	134.16	133.38	116.32	116.32	102.86	99.40	
A-2	Assembly, Nightclubs	132.76	128.65	125.40	120.51	111.89	110.60	115.32	115.32	100.86	98.40	
A-2	Assembly, Restaurants, Bars, Banquet halls	131.76	127.65	123.40	119.51	109.89	110.60	115.32	115.32	100.86	98.40	
A-3	Assembly, Churches	162.43	156.79	152.94	146.02	134.85	134.08	141.00	141.00	124.60	119.87	
A-3	Assembly, General, Community halls, Libraries, Museums	134.48	128.84	123.89	118.07	105.89	106.12	113.05	113.05	95.04	91.11	
A-4	Assembly, Arvens	131.76	127.65	123.40	119.51	109.89	110.60	115.32	115.32	100.86	98.40	
A-5	Assembly, Pk, Bleachers, Grandstands, Stadium	131.76	127.65	123.40	119.51	109.89	110.60	115.32	115.32	100.86	98.40	
B	Bedrooms	133.08	127.54	124.11	119.07	109.24	109.18	114.57	114.57	95.23	91.59	
D	Day Care	140.45	135.71	131.83	125.99	116.21	113.47	121.83	121.83	103.13	99.95	
E	Educational	81.27	77.54	72.95	70.70	61.13	62.13	67.81	67.81	52.13	49.47	
F-1	Factory and Industrial, Moderate hazard	80.27	76.54	72.95	69.70	61.13	61.13	66.81	66.81	52.13	48.47	
F-2	Factory and Industrial, Low hazard	76.28	72.55	68.96	65.71	57.30	57.30	62.82	62.82	48.30	44.64	
H-1	High hazard, Explosives	76.28	72.55	68.96	65.71	57.30	57.30	62.82	62.82	48.30	44.64	
H-234	High hazard	133.93	129.08	124.97	119.12	106.63	106.00	114.57	114.57	95.23	91.59	
H-5	High hazard	132.08	127.54	124.11	119.07	109.24	109.18	114.57	114.57	95.23	91.59	
I-1	Industrial, Supervised environment	222.91	218.06	213.95	208.11	194.19	N.P.	203.55	203.55	183.79	N.P.	
I-2	Industrial, Unsupervised	152.14	147.29	143.18	137.34	126.08	124.44	132.78	132.78	114.68	109.03	
I-3	Industrial, Residential	98.85	94.74	90.49	86.61	77.50	78.21	82.42	82.42	68.47	66.01	
M	Mercantile	133.46	128.92	125.49	120.45	118.67	118.61	116.90	116.90	101.82	97.85	
R-1	Residential, Hotels	11.15	106.61	103.18	98.14	88.52	88.47	94.75	94.75	79.88	75.70	
R-2	Residential, Multiple family	107.30	104.37	101.80	98.99	94.44	94.22	97.31	97.31	99.97	96.42	
R-3	Residential, One- and Two-family	132.08	127.54	124.11	119.07	109.24	109.18	114.57	114.57	95.23	91.59	
R-4	Residential, Care / Assisted living facility	73.28	71.55	66.96	64.71	53.30	56.30	61.82	61.82	46.30	43.64	
S-1	Storage, Moderate hazard	74.28	70.35	66.96	63.71	53.30	53.30	60.82	60.82	46.30	42.64	
S-2	Storage, Low hazard	57.40	54.28	51.05	48.50	42.07	42.07	45.77	45.77	34.59	32.93	
U	Utility, Miscellaneous											

1. Private Garages Use Utility, Miscellaneous
2. Unfinished Basements (all use group) = \$15.00 per square foot
3. N.P. = Not Permitted

* Taken from the ICC Building Safety Journal, February, 2005

ATTACHMENT "B"
Plumbing and Gas Fee Schedule Holmes County

Master Permit #	Plumbing Permit #	Gas Permit #	
Fixture Type	# Of Fixtures	Fee Per Fixture	Total Fee
Water Closet (toilet, bidet)		\$4.00	
Bath Tub		\$4.00	
Shower (not with tub)		\$4.00	
Kitchen Sink		\$4.00	
Disposal		\$4.00	
Dishwasher		\$4.00	
Laundry Tub		\$4.00	
Washing Machine		\$4.00	
Water Heater		\$4.00	
Urinal / Bidet		\$4.00	
Floor or Mop Sink		\$4.00	
Floor or Hub Drain		\$4.00	
Waste Interceptor		\$4.00	
Lavatory		\$4.00	
Gas Fired Equipment (per outlet)		\$4.00	
Drinking Fountain		\$4.00	
Vacuum Breaker		\$4.00	
Grease Trap		\$15.00	
Sewer or Septic Tank Connection		\$15.00	
Sewer Lift Station		\$15.00	
Water Connection		\$12.00	
Base Fee		\$10.00	
TOTAL			

NOTE: When calculating fees, add the base fee for each unit in the building for which the permit is being purchased. If an existing fixture is replaced with a similar or like fixture without altering any of the water or drain system, no permit is required.

ATTACHMENT "C"
Commercial Electrical Fee Schedule Holmes County

Master Permit #	Quantity	Electrical Permit #	Fee
Main Service Size		Fee Per Item	
Main Service Size up to and including 100 amp		\$25.00	
Main Service Size 101 up to and including 200 amp		\$50.00	
Main Service Size 201 up to and including 400 amp		\$60.00	
Main Service Size 401 up to and including 600 amp		\$75.00	
Main Service Size 601 up to and including 800 amp		\$100.00	
Main Service Size 801 amp. And Up: \$45.00 for each 200 amp. Interval			
*** NOTE: When Calculating Main Service, Include Feeders And Branch Circuits.			
Feeder And Branch Circuits (Each Over Circuit Protection Device / Breaker / Fuses)			
Each Circuit up to and including 60 amp.		\$1.00	
Each Circuit 61 amp. Up to and including 200 amp		\$3.00	
Each Circuit 201 amp. Up to and including 800 amp.		\$5.00	
Each Circuit 801 amp. And Up: \$3.00 for each 200 amp. Interval			
Temporary Service Pole (up to 200 amp. Over 200 amp see ***Below)		\$20.00	
Temporary Wiring (See *** Below)		\$50.00	
Pre - Wiring (See *** Below)		\$25.00	
Service Connect and Re-Connect Fee (See *** Below)		\$25.00	
Commercial Pools		\$50.00	
Commercial Dock - Charge Main Service Size, Feeders And Branch Circuits			
Burglar / Fire Alarm System up to and including \$999.00 Valuation		\$70.00	
Burglar / Fire Alarm System \$1,000.00 up to and incl. \$4,999.00 Val.		\$100.00	
Burglar / Fire Alarm System \$5,000.00 up to and incl. \$9,999.00 Val.		\$150.00	
Burglar / Fire Alarm System Greater Than \$10,000.00 Valuation		\$200.00	
Base Fee		\$10.00	

**** When Calculating Fees, add the base fee for each unit
in the building for which the permit is being purchased ****

ATTACHMENT "C"
Commercial Electrical Fee Schedule Holmes County
CONTINUED

Master Permit #	Electrical Permit #
• Temporary Service Poles Over 200 amp: <u>Fee For Main Size And Include Feeders And Branch Circuits</u>	
• Temporary Wiring Means Any Wiring <u>That Is Not Going To Remain Permanent (Example: Social Events)</u>	
• Pre-Wiring Means Wiring Installed For Future Use <u>(Example: Alarms, Sound Systems, Telephones, Data, TV, etc.)</u>	
• Service Connect And Re-Connect Includes Replacement Of <u>Lugs, Service Mast, Meter Base, And Replace Service At Same Size</u>	

SERVICE SIZE:

PHASE AND VOLTAGE:

OTHER:

ATTACHMENT "D"
Residential Electrical Fee Schedule Holmes County

Master Permit #	Quantity	Electrical Permit #	Fee Per Item	Fee
Main Service Size up to and including 100 amp.			\$25.00	
Main Service Size 101 up to and including 200 amp.			\$35.00	
Main Service Size 201 up to and including 400 amp.			\$50.00	
Main Service Size 401 up to and including 600 amp.			\$75.00	
Main Service Size 601 And Up			\$35.00 for each 200 amp. interval	
Dwelling Unit Size - Total Square Footage				
Up to and including 1,000 square feet			\$25.00	
1,001 up to and including 2,000 square feet			\$45.00	
2,001 up to and including 3,000 square feet			\$75.00	
3,001 up to and including 4,000 square feet			\$100.00	
Every 500 square feet over 4,000 square feet			\$25.00	
Service Poles (TEMPORARY POWER)			\$20.00	
Pre - Wiring (See *** Below)			\$25.00	
Service Connect and Re-Connect Fee (See *** Below)			\$25.00	
Mobile Home Service Upgrade			\$25.00	
Pools And Spas			\$50.00	
Service Change (Based on size of service)				
Accessory Structures (See *** Below) Assessed on Dwelling Sq. Ft. Above				
Miscellaneous Wiring (\$2.00 per circuit if not included in new construction, see * below)				
Burglar / Fire Alarm System up to and including \$999.00 Valuation			\$70.00	
Burglar / Fire Alarm System \$1,000.00 up to and incl. \$4,999.00 Val.			\$100.00	
Burglar / Fire Alarm System \$5,000.00 up to and incl. \$9,999.00 Val.			\$150.00	
Burglar / Fire Alarm System Greater Than \$10,000.00 Valuation			\$200.00	

ATTACHMENT "D"
Residential Electrical Fee Schedule Holmes County
CONTINUED

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- When calculating fees, **ADD THE BASE FEE FOR EACH UNIT** in the building for which the permit is being purchased \$10.00

- Accessory Structure based on square footage will include:
 Equipment / Storage Buildings, Sheds, Barns, Detached Garages and Boat Houses
-

- Pre-Wiring Means Wiring Installed For Future Use
 (Example: Alarms, Sound Systems, Telephones, Data, TV, etc.)
 - Service Connect And Re-Connect Includes Replacement Of
 Lugs, Service Mast, Meter Base, And Replace Service At Same Size
 - Miscellaneous Wiring: Additional circuits or repair, Yard pumps, Fountains, Yard lights,
 Security lights, Dock lighting and Boat lifts
-

SERVICE SIZE:

PHASE AND VOLTAGE:

Holmes County Building Department

201 North Oklahoma Street Suite 103

Bonifay, Florida 32425

Phone: 850-547-1110 Fax: 850-547-4665

Website: www.holmescountyfl.org

Process To Obtain A Holmes County Competency Card

1. **Applicant MUST complete** the County Application and Provide the Following:
 - A. **Provide three (3) Letters of Reference** from three (3) different individuals or firms for whom the applicant has performed services attesting to the timely and satisfactory performance of services or labor provided, indicate the nature of the service(s), labor performed and the approximate date(s).
Letter MUST be notarized and dated within the last 90 days of the application.
 - B. **Provide two (2) letters** from people, firms, or corporations from whom the applicant has purchased materials or supplies on a credit basis.
Letter MUST be notarized and dated within the last 90 days of the application.
 - C. **Provide one (1) letter** from a person other than from the above, of good standing, good character, and reputation in his/her respective community attesting to his/her personal familiarity and knowledge in the applicants respective field applied for.
A telephone number must also be provided.
Letter MUST be notarized and dated within the last 90 days of the application.
 - D. **Provide a copy** of your **CURRENT** State License OR complete an Application for Contractor's Registration with the State of Florida accessible online at www.state.fl.us/dbpr. Then click on Professions. Select either Construction Industry or Electrical Contractor depending on the licensing you are applying for.
 - E. **Provide a copy** of your Liability & Workers Comp Insurance or Exemption

If you already have a Competency Card in another County and are a Registered Contractor, you may omit A and B and just provide a notarized letter from the Building Official from the County you are in good standing dated within 90 days of your County Application.

As an alternative to the letters required in section B, C, and D, you may submit proof of obtaining a passing grade on the Block and Associates Standard Examination for the area of construction in which a competency card is being applied for. This must have been acquired within the last five (5) years and be accompanied by a notarized statement of good standing letter from the Building Official of the County you currently have a license with.

Holmes County Building Department

201 North Oklahoma Street, Suite 103

Bonifay, Florida 32425

Phone: 850-547-1110 FAX: 850-547-4665

Website: www.holmescountyfl.org

**Application For Holmes County Competency Card
New Applicant Application**

APPLICANT NAME: _____

COMPANY NAME: _____

STREET ADDRESS: _____

CITY: _____ STATE: _____ ZIP: _____

TELEPHONE INFORMATION

Office: _____ Home: _____ Cell: _____ Fax: _____

Date of Birth: _____ State Issuance - Driver's License#: _____
(Needed for check verification)

Check Appropriate Application Status

- ___ General Contractor (Holmes County Resident Only) \$100.00
- ___ Building Contractor (Holmes County Resident Only) \$100.00
- ___ Residential Contractor (Holmes County Resident Only) \$100.00
- ___ **All Other Occupations:** _____ \$75.00

* Non Holmes County Residents Add \$50.00

* Non Florida Residents Add \$200.00

County Occupational License Current September 1st thru August 31st

Applicant Signature

Today's Date

FOR OFFICE USE ONLY
Accepted By: _____ Date: _____
Approved By: _____ Date: _____

FEE SCHEDULE FOR LICENSE - HOLMES COUNTY

BUILDING CATEGORIES

Res.

- | | | |
|----|--|-----------|
| A. | <u>GENERAL CONTRACTOR</u>
(Unlimited Scope) | \$ 100.00 |
| B. | <u>BUILDING CONTRACTOR</u>
Limited to construction and remodeling of commercial building and single or multiple dwelling residential buildings, neither to exceed three (3) stories in height. | \$ 100.00 |
| C. | <u>RESIDENTIAL CONTRACTOR</u>
Limited to construction, remodeling, repair or improvement of one, two or three family residences not exceeding two stories in height. | \$ 100.00 |

ELECTRICAL CATEGORIES

- | | | |
|----|---|----------|
| A. | <u>MASTER ELECTRICIAN</u> (Also Master Electrician Unlimited, Commercial Electrician and Electrical Contractor)

Those who have the knowledge and skill to install, repair, alter, add to or change any electrical wires, fixtures, appliances, apparatus, raceways, conduit or any part thereof, which generates, transmits, transforms or utilizes electrical energy in any form for light, heat, power or communications. | \$ 75.00 |
| B. | <u>RESIDENTIAL MASTER ELECTRICIAN</u>
(Also Residential Master Electrician)

Those who have the skills of a Master Electrician as they apply to installations in one, two or three family residences only. | \$ 75.00 |
| C. | <u>JOURNEYMAN ELECTRICIAN</u>

Those qualified to perform work in the electrical trades while employed or supervised by a Master Electrician. | \$ 75.00 |

Res.

PLUMBING CATEGORIES

- A. **MASTER PLUMBER** (also Commercial Plumber, Master Plumbing Unlimited, Plumbing Contractor) \$ 75.00

Those who have knowledge and skill to install, maintain, repair, alter or extend plumbing, septic tanks, water supply systems, storm sewer, and all fixtures, appliances, appurtenances, apparatus or equipment used in connection therewith, inside of, or attached to any building, lot or premises.

- B. **RESIDENTIAL MASTER PLUMBER** \$ 75.00
(Also Residential Plumber)

Those who have the skills of a Master Plumber as they apply to installations in one, two or three family residences only.

- C. **JOURNEYMAN PLUMBER** \$ 75.00

Those qualified to perform work in the plumbing trades while employed or supervised by a Master Plumber.

MECHANICAL (HVAC) CATEGORIES

- A. **MECHANICAL CONTRACTOR** \$ 75.00

Those qualified to install, repair, extend or design, central air conditioning, refrigeration, heating and ventilating, including ductwork, broiler and unfired pressure vessel systems, lift stations, gasoline tanks and pumps, fire sprinkler systems, fuel equipment used in connection therewith.

- B. **AIR CONDITIONING (CLASS "A")** (Also HVAC "A") \$ 75.00

Those who and qualified to install, maintain, repair, fabricate, alter, extend, central air conditioning, refrigeration heating and ventilating including ductwork within a complete system unlimited in horsepower or tons, and all appurtenances, apparatus, piping vessels, ducts and insulation used in connection therewith.

C. **AIR CONDITIONING (CLASS "B")** (Also HVAC "B") \$ 75.00

Those who are qualified to install, maintain, repair, fabricate, alter, extend, central air conditioning refrigeration, heating and ventilating, including ductwork, within a complete system limited to twenty five tons cooling and five hundred thousand BTU heating, and all appurtenances, apparatus, piping vessels, ducts and insulation used in connection therewith.

D. **AIR CONDITIONING (CLASS "C")** (ALSO HVAC "C") \$ 75.00

Those whose business is limited to servicing of air conditioning, heating or refrigeration systems including duct alterations on those systems.

AIR CONDITIONING – RESIDENTIAL \$ 75.00

Those who are qualified to install, repair, alter or extend any system of air conditioning and warm air heating and ventilation in connection therewith, not to exceed five (5) tons cooling capacity per unit, including any and all duct systems necessary to make complete an air conditioning system serving one, two, or three family residences not exceeding two stories in height.

E. **ROOFING CONTRACTOR** \$ 75.00

Those who are qualified to install, repair and replace roof covering. Work may include, but not be limited to roof deck insulation, roof coating, paint and covering, including use of sheet metal and installation of other sheet metal products incidental to roofing work or other material in connection therewith, or any combination thereof, and including installation of non-structural decking and siding.

F. **COMMERCIAL POOL / SPA CONTRACTOR (CLASS "A")** \$ 75.00

Those who are qualified to excavate, construct, fabricate, install and equip all swimming pools, including the pumps, pool heaters, solar pool heaters, filters and chlorinators and that piping incidental to the re-circulating system. He may do the slab incidental to the pool.

G. **RESIDENTIAL POOL / SPA CONTRACTOR (CLASS "B")** \$ 75.00

Those who are qualified to excavate, construct, fabricate, install and equip residential swimming pools, including the pumps, pool heaters, solar pool heaters, filters and chlorinators and that piping incidentals to the re-circulating system. He may do the slab incidental to the pool.

H. **SWIMMING POOL CONTRACTOR (MAINTENANCE & REPAIR)** \$ 75.00

Those who are qualified to maintain and treat the water in existing swimming pools, both public and private, make minor repairs to existing pool masonry, such as patching cracks in pool bottoms and walls, re-paint or re-surface the walls, bottom of pools, preventative maintenance to equipment, such as filters and chlorinators.

MISCELLANEOUS OR SPECIALTY CONTRACTOR

1. **INSULATION CONTRACTOR, ALL TYPES (CLASS "A")** \$ 75.00

Those who are qualified to install, maintain, repair, alter or extend any insulation primarily installed to prevent loss or gain of heat from internal or external sources in pipes, vessels, ducts, or build-up refrigerated boxes or rooms, or acoustical materials.

2. **INSULATION CONTRACTOR, ALL TYPES (CLASS "B")** \$ 75.00

Those who are qualified to install, maintain, repair, alter or extend any insulation primarily installed to prevent loss or gain of heat from rooms or buildings.

3. **SIGN, ELECTRICAL CONTRACTOR** \$ 75.00

Those who are qualified to install, repair, alter, and to, or change any electrical wires, apparatus, raceways, conduit or any part thereof on electrical signs and is qualified to erect signs. Such contractor may connect to an existing sign circuit and may contract, for, and take out building permits for the erection of signs.

4. **BURGULAR AND FIRE ALARM CONTRACTOR** \$ 75.00
- Those who are qualified to install, maintain, repair, or alter or extend burglar and / or fire alarm systems. Any electrical installation will be performed by a licensed electrical contractor.
5. **DEMOLITION CONTRACTOR (WRECKING)** \$ 75.00
(ALSO HOUSE MOVERS)
6. **FIRE SPRINKLER CONTRACTOR** \$ 75.00
- Those who are qualified to install, maintain, repair, alter or extend all piping for fire sprinkler systems, including the connection to the water service outlet provided for fire sprinkler systems.
7. **CONCRETE PLACING AND FINISHING (CONTRACTOR)** \$ 75.00
- Those who are qualified to batch and mix aggregates, cement and water to agreed specifications, to construct forms and framework for the casting and shaping of concrete to place miscellaneous embedded steel and to pour, place and finish concrete.
8. **DRYWALL CONTRACTOR** \$ 75.00
- Those who are qualified to install gypsum drywall products on wood and metal studs, wood and steel joists and metal runners in buildings of unlimited area and height. The scope of work shall include the preparation of the surface over which the drywall product is to be applied, including the placing of metal studs and runners and all necessary trim.
9. **ELEVATOR CONTRACTOR** \$ 75.00
- Those who are qualified to install, maintain, repair, alter or extend an elevator, dumbwaiter or escalator.
10. **GLASS AND GLAZING CONTRACTOR** \$ 75.00
- Those who are qualified to select, cut, assembly and install all makes and kinds of glass and glass work and execute the glazing of frames, panels, sash and door and holding metal frames, ornamental decorations, mirrors, tub and shower enclosures.

11. **GUNITE CONTRACTOR** \$ 75.00
 Those who are qualified to use and maintain pressure equipment, mix materials and apply according to building codes.
12. **HIGH PRESSURE GAS PIPELINE CONTRACTOR** \$ 75.00
 Those who are qualified as a fuel transmission and distribution line contractor who have the experience and skill to excavate for and construct, alter, repair and maintain transmission and distribution lines for liquid or gaseous fuels under pressure in welded pipes, valves, meters and similar components incidental thereto.
13. **LATHING CONTRACTOR** \$ 75.00
 Those who are qualified to apply and affix wood, gypsum or metal lath or any other product prepared or manufactured to provide hangers, channels and other mechanical suspension work, in such a manner that under an agreed specification, acceptable lathing can be executed and installed, including the channel iron work for the support of metal or other fire resistive lath on walls, ceilings or soffits, or for solid plaster partitions. This category shall not include any plaster work.
14. **MASONRY CONTRACTOR** \$ 75.00
 Those who are qualified to select, cut and lay brick and concrete block or any other unit masonry products, lay brick and other baked clay products, rough cut and dress stone, artificial stone and pre-cast blocks, structural glass brick or block, but shall not pour or finish concrete.
15. **PAINTING CONTRACTOR** \$ 75.00
 Those who are qualified to use spraying equipment as well as hand tools to finish both exterior and interior work. A paint contractor may do paperhanging, sandblasting, waterproofing and may clean.
16. **PILE DRIVING CONTRACTOR** \$ 75.00
 Those who are qualified with the experience and skill to drive piling, including sheet piling and constructing foundations, including the excavating, forming and placing of reinforcing steel and concrete and performing other work incidental thereto.

17. **SIDING CONTRACTOR (ALUMINUM & VINYL)** \$ 75.00
Those who are qualified to fabricate, install, maintain, repair, alter or extend siding, awnings and prefabricated rooms.
18. **SOLAR HEATER INSTALLATION** \$ 75.00
Those who have the knowledge to install, alter, repair or replace any solar hot water heating system for residences or for swimming pools, including collectors, storage and expansion tanks, heat exchangers, piping, valves, pumps, sensor and low voltage controls which connect to existing plumbing and electrical stub-outs.
19. **STRUCTURAL STEEL ERECTION CONTRACTOR** \$ 75.00
Those who are qualified to erect structural steel shapes and plates, including such minor filed fabrication as may be necessary, of any profile, perimeter or cross-section, that are or may be used as structural members for buildings and structures, including riveting, welding and rigging, only in connection therewith.
20. **GASOLINE TANK & PUMP CONSTRUCTION** \$ 75.00
Those who are qualified to install, maintain, repair, alter or extend any system used for the storing and dispensing of gasoline, kerosene, diesel oils and similar liquid hydrocarbon fuels or mixtures to be used solely in connection with gasoline stations dispensing fuel to mobile vehicles.
21. **ACOUSTICAL TILE CONTRACTOR** \$ 75.00
Those who are qualified to install, alter or repair ceiling grids and acoustical tile

22. **FLOOR COVERING CONTRACTOR** \$ 75.00
 Those who are qualified to install:
 Carpet, sheet vinyl, ceramic tile, wood, laminate,
 composition or composite flooring products.
23. **FRAMEING CONTRACTOR** \$ 75.00
 Those who are qualified to:
 Layout and frame walls, set headers, posts, beams,
 floor and roof trusses, and apply floor, wall,
 and roof sheathing.
24. **MOBILE HOME INSTALLER** \$ 35.00
 Those who are qualified and licensed by the
 State of Florida to transport and install mobile homes
25. **TRIM CONTRACTOR** \$ 75.00
 Those who are qualified to set interior doors, base trim,
 crown mouldings, chair railings and wainscot trim.
- ALL CERTIFIED CONTRACTORS**
COUNTY OCCUPATIONAL LICENSE FEE \$ 35.00

PROCEDURES AND PENALTIES

1. License in all categories will be renewed once each year.
2. Renewal period will be from July 1, to August 31 of the current year.
3. Licensing with the Holmes County Building Department will require documentation as required by the Florida Statute of the following:
 - A. Copy of original State of Florida license showing current expiration.
 - B. Copy of original Liability Insurance coverage with the certificate holder showing:
Holmes County Building Department
201 North Oklahoma Street, Suite 103
Bonifay, FL 32425
 - C. Copy of original Worker's Comp coverage or Worker's Comp Exemption.
 - D. Notarized documentation on company letterhead naming all authorized agents other than the license holder, who may obtain permits, license, or other required criteria from the Holmes County Building Department.
4. A late charge of \$20.00 will be added for renewal of current license holders who fail to renew and continue to perform work in their licensed category after August 31.
5. Licenses not renewed within one (1) year from the last expiration date of competency card will be placed in an inactive file. Renewal of expired license after one year will require licensing requirements as stated in Procedures and Penalties number three (3), A, B, C, and D.
6. ANY person who requests a County Competency Card to perform work in Holmes County must provide documentation from the Florida Department of Business and Professional Regulations of current license in the perspective category requested.

PENALTIES

Any person, firm or corporation violating any of the provisions of this Ordinance shall be prosecuted by the maximum allowable limits as stated in the Florida Statutes and County Regulations.