



CITY OF CAPE CORAL

Department of Community Development – Code Compliance Division / Licensing

SPECIALTY CONTRACTOR REQUIREMENTS

MEETING DATE: _____

PAPERWORK DEADLINE: _____, **4:00 P.M.**

All items below must be turned in 10 days prior to the deadline date noted above:

ALL APPLICANTS MUST APPEAR BEFORE THE CONSTRUCTION BOARD

- **Completed/Notarized Application form.**
- **Credit Reports:** Must provide credit reports for the Company, Fictitious name (if applicable) and Individual name. Only original reports not more than six (6) months, no faxes or copies. *Credit report in the company name you are applying to qualify (required if the date on the corporation or fictitious name documents is more than forty-five (45) days old). If your company is less than 45 days old, you must also submit letters from construction related suppliers indicating that an account either exists or has been opened for the entity you are applying to qualify.*
- **Testing Results:** Test results submitted must be an original letter of reciprocity or original score report from exam sponsor.
- **Notarized Letters:** The Construction Board requests Three (3) notarized letters of verification of construction experience. Letters must be less than a year old from contractors or subcontractors familiar with your work. They must be on company letterhead or on our form, provided in application packet.

NOTE: After you have received approval, you may pick up your license with proof of the following items:

- A Certificate of Liability Insurance listing the City of Cape Coral as the Certificate holder.
- A Worker's Compensation Insurance certificate listing the City of Cape Coral as the certificate holder or a Worker's Compensation Exemption Certificate.
- Copy of the Business Tax Receipt from office location.
- All fees associated with your business (Competency license, and Business Tax Receipt if applicable).