

- 1) Complete application below and return with renewal fee.
- 2) Renewal fee of **\$62.00 PER CATEGORY plus any late fees** paid by cash, check or money order and made payable to the City of Tallahassee.  
**A late fee of \$62.00 per category shall apply to all renewals received after September 30, 2016.**
- 3) All certificates of competency, which have not been renewed for 4 consecutive renewal cycles, shall become null and void.
- 4) Certificates may be placed in an **“Inactive”** status per the holders’ request with a fee of \$31.00 per year.
- 5) State Registered Contractors are required to have current General Liability and Workers Compensation Insurance.
- 6) Certificate of Competency cards will be returned to the name and address listed below unless otherwise noted. **Cards issued under this cycle shall expire on September 30, 2016.**

**Mail Payment To:**

**CITY OF TALLAHASSEE  
BUILDING INSPECTION / LICENSING  
300 SOUTH ADAMS STREET, BOX B-28  
TALLAHASSEE, FL. 32301**

**For further information or questions, please contact:**

Building Inspection Division (850) 891-7050

**City of Tallahassee Code of Ordinances Chapter 3 Section 3-235 Division II**

- |  |  |   |  |
|--|--|---|--|
| <input type="checkbox"/> Master Plumber        | <input type="checkbox"/> Mechanical Contractor   | <input type="checkbox"/> Master Electrician             | <input type="checkbox"/> Alarm System Contractor I     |
| <input type="checkbox"/> Journeyman Plumber    | <input type="checkbox"/> A/C Contractor, Class A | <input type="checkbox"/> Restricted Master Electrician  | <input type="checkbox"/> Alarm System Contractor II    |
| <input type="checkbox"/> Journeyman Gas Fitter | <input type="checkbox"/> A/C Contractor, Class B | <input type="checkbox"/> Journeyman Electrician         | <input type="checkbox"/> Alarm System Ctr Residential  |
| <input type="checkbox"/> Master Gas Fitter     | <input type="checkbox"/> A/C Contractor, Class C | <input type="checkbox"/> Lighting Maintenance Specialty | <input type="checkbox"/> Low Voltage Systems Specialty |
|  | <input type="checkbox"/> Sheet Metal Contractor  | <input type="checkbox"/> Outdoor Sign Specialty         |  |

**Name:** \_\_\_\_\_  
**Address:** \_\_\_\_\_  
**City:** \_\_\_\_\_  
**State, Zip:** \_\_\_\_\_  
**Email:** \_\_\_\_\_

**Home Phone No.:** \_\_\_\_\_  
**Work Phone No.:** \_\_\_\_\_  
**Fax No.:** \_\_\_\_\_

For Office Use Only

**City of Tallahassee,  
Competency Card No.:** \_\_\_\_\_  
**Competency Card Type:** \_\_\_\_\_  
**State of Florida,  
Registration DBPR No.:** \_\_\_\_\_

**Stamp Date Received:**

TCA# \_\_\_\_\_

TCP# \_\_\_\_\_