

## CERTIFICATE OF COMPETENCY RENEWAL - SPECIALTY

COMPANY NAME \_\_\_\_\_ COUNTY LICENSE #: \_\_\_\_\_  
 QUALIFIER NAME \_\_\_\_\_ LICENSE TYPE: \_\_\_\_\_  
 ADDRESS \_\_\_\_\_ EXPIRATION DATE: \_\_\_\_\_  
 CITY, STATE ZIP \_\_\_\_\_  
 EMAIL: \_\_\_\_\_

**Renewals can be submitted starting AUGUST 1, 2019.**

Submit the following information to renew your Certificate of Competency with Collier County:

1. Renewal fee of **\$125**, plus applicable late fees (see chart below). Please make check payable to **“Board of Collier County Commissioners”**. The fee is **NOT** refundable after the application has been accepted and recorded.
2. Update Address & Email above if necessary
3. Copy of your 2019-2020 Business/Occupational Tax from the County of your Business Location.
4. Certificate of General Liability Insurance showing Collier County Contractor Licensing Board and our address as a Certificate Holder (if needed).
5. Workmen’s Comp Exemption and/or Certificate of Workmen’s Compensation Insurance showing Collier County Contractor Licensing Board and our address as a Certificate Holder (if needed).
6. Qualifier print & sign below agreeing to renewing your license for the 2019-2020 year.

\_\_\_\_\_  
Please print

\_\_\_\_\_  
Please sign

**\*\*\*Please note – if you have any outstanding citations that have not been paid, your renewal will not be processed until those fees have been paid in full\*\*\***

THE ABOVE ITEMS MUST ACCOMPANY YOUR RENEWAL APPLICATION, OR YOUR RENEWAL MAY BE DELAYED OR RETURNED RESULTING IN \$20 PER MONTH IN PENALTIES IF RECEIVED AFTER THE RENEWAL DATE OF **SEPTEMBER 30, 2019**. IF NOT RENEWED BY **DECEMBER 31, 2019**, THIS LICENSE WILL BE **SUSPENDED** AND A REINSTATEMENT APPLICATION WILL NEED TO BE SUBMITTED, WHICH RESULTS IN FEES TOTALING **\$390** PER LICENSE CLASSIFICATION OR ISSUANCE.

If submitted on or before				
DATE	August 1 <sup>st</sup> – September 30 <sup>th</sup>	October 1 <sup>st</sup> – October 31 <sup>st</sup>	November 1 <sup>st</sup> – November 30 <sup>th</sup>	December 1 <sup>st</sup> – December 31 <sup>st</sup>
FEES	\$125	\$125 + \$20 (penalty fee) = \$145	\$125 + \$40 (penalty fee) = \$165	\$125 + \$60 (penalty fee) = \$185

**PLEASE SUBMIT THIS INFORMATION IN PERSON, BY FAX, EMAIL, OR MAIL TO OUR ADDRESS.**

If you have any questions, please contact us at:

**Main:** (239) 252-2431

**Fax:** (239) 252-2469

Mail to: Growth Management Department

Attn: Contractor Licensing

2800 N. Horseshoe Drive

Naples, FL 34104

Email – ContractorsLicensing@colliercountyfl.gov