

License Requirements to Pull Permits in Clay County

- You need to have taken a Block Proctored Exam or Experiior Exam making a score of 75% or above. Business and Law exam also required, with a score of 75% or above.
- If your exam was taken in a county that will reciprocate with us, notify them that you need a letter of reciprocity sent to us showing you made a score of 75% or above on both exams. Letters of reciprocity must come through the mail; we will not accept a letter that is hand-delivered.

Mail to:
Clay County Building Department
P.O. Box 7
Green Cove Springs, Florida 32043-0007

- Fee for your Masters License is \$35.00, to be paid with a cashier's check, money order or business check.
Check needs to be payable to CCBCC Municipal Service Fund.
- If you are not already state registered you will need to call the Department of Professional and Business Regulations, 1-850-487-1395, (Electrical License Information 1-850-488-3109) to get the necessary forms to become state registered. After you receive your state registration we will need a photo copy of it.
- You will need to submit a certificate of insurance for worker's comp and liability with Clay County Building Department as the certificate holder with our complete address. If you have a worker's comp exemption form we can use that in lieu of the certificate of insurance. We will still need the certificate of insurance for liability.
- Qualifying Business License from the State of Florida if applicable. You can go on www.myflorida.com to find out.
- LICENSE HOLDER is required to appear in person to sign up.
(We DO NOT accept power-of-attorney.)
- Administration fee of \$25.00, payable with a cashier's check, money order or business check to CCBCC Municipal Service Fund. (You can use one check for both of these fees if that is more convenient for you.)

Once all of this information is compiled, we will sign you up and you will be able to pull permits. You need to be sure to keep the paperwork in your file current to prevent any permitting or inspection problems.