

---

**SEMINOLE COUNTY GOVERNMENT  
AGENDA MEMORANDUM**

**SUBJECT:** Revisions to Seminole County Code Chapter 40, Sections 40.2,40.20,40.22 and 40.24.

**DEPARTMENT:** Planning and Development      **DIVISION:** Building

**AUTHORIZED BY:** Dori DeBord

**CONTACT:** Tom Helle

**EXT:** 7338

**MOTION/RECOMMENDATION:**

Approve the request for authorization to advertise an ordinance amending Chapter 40 Seminole County Code, to revise the requirements for issuance of competency cards to registered contractors.

County-wide

Tom Helle

---

**BACKGROUND:**

The Building Division issues competency cards (comp cards) in accordance with Chapter 40, Seminole County Code to registered contractors. The comp card is a reciprocation to a license that was issued by another jurisdiction within the State of Florida. At present the code contains some outdated nomenclature and definitions and a requirement for the applicant to hold the license issued by the local jurisdiction for a period of not less than five (5) years before the Building Division can issue him a comp card. The proposed revisions to the code clarify the outdated nomenclature and definitions, and remove the five (5) year licensure requirement.

**STAFF RECOMMENDATION:**

Staff recommends that the board authorize the advertisement of an Ordinance amending Chapter 40 Seminole County Code.

**ATTACHMENTS:**

1. Ordinance
2. Advertisement
3. Economic Impact Statement

**Additionally Reviewed By:**

County Attorney Review ( Melissa Clarke )

AN ORDINANCE AMENDING SECTION 40.20, CHAPTER 40, SEMINOLE COUNTY CODE; AMENDING THE DEFINITIONS IN CONNECTION THEREWITH; AUTHORIZING THE BUILDING DIVISION TO ISSUE A COMPETENCY CARD TO A CONTRACTOR REGISTERED IN ANOTHER JURISDICTION IN THE STATE OF FLORIDA; AMENDING THE REQUIREMENTS FOR THE ISSUANCE OF A COMPETENCY CARD TO A PERSON APPLYING ON BEHALF OF A PARTNERSHIP, CORPORATION, TRUST OR OTHER LEGAL ENTITY; SPECIFYING THE CRITERIA AND REQUIRED DOCUMENTS FOR THE ISSUANCE OF A COMPETENCY CARD; DELETING THE REFERENCE TO THE SEMINOLE COUNTY CONSTRUCTION LICENSING BOARD'S ISSUANCE OF A LICENSE; AMENDING SECTION 40.22 BY SPECIFYING THE CRITERIA AND REQUIRED DOCUMENTS FOR THE RENEWAL OF A COMPETENCY CARD; AMENDING SECTION 40.24 BY CHANGING ALL REFERENCES TO OCCUPATIONAL LICENSE TO BUSINESS TAX RECEIPT; PROVIDING FOR SEVERABILITY; PROVIDING FOR CODIFICATION AND PROVIDING AN EFFECTIVE DATE.

**WHEREAS,** Seminole County no longer issues licenses to practice construction in Seminole County; and

**WHEREAS,** the Board desires to amend Section 40.20 to authorize the Building Division to issue a competency card to a contractor registered in another jurisdiction in the State of Florida; and

**WHEREAS,** the Board desires to amend Section 40.20, Seminole County Code, to specify the requirements for the issuance of a competency card to a contractor registered in another jurisdiction in the State of Florida.

**NOW, THEREFORE, BE IT ORDAINED BY THE BOARD OF COUNTY COMMISSIONERS OF SEMINOLE COUNTY, FLORIDA:**

**Section 1. AMENDMENT TO DEFINITIONS.**

Section 40.2, Seminole County Code, is hereby amended to read:

Sec. 40.2 Definitions.

As used in this Chapter and unless the context requires otherwise, the following terms shall mean as follows:

*Abandon* or *abandonment*: (1) Termination of a construction project by a contractor without just cause or proper notification to the owner including the reason for termination. (2) Failure of a contractor to perform work without just cause for 180 days. (3) Failure to obtain an approved inspection within 180 days from the previous approved inspection.

*Apprentice electrician*: A helper or assistant to a journeyman electrician who is not qualified to work on electrical construction alone.

*Apprentice plumber*: A helper or assistant to a journeyman or master plumber who is not qualified to work on plumbing construction without supervision.

*Building (verb)*: The removal, disassembly, repair, replacement, installation or assembly of the building, structure, building system or building components in whole or parts thereof.

*Building component:* An element or assembly of elements integral to or part of a building.

*Building contractor:* A contractor, general contractor, building contractor or residential building contractor all as defined by Florida Statutes Section 489.105(3).

*Building shell:* The structural components that completely enclose a building, including, but not limited to, the foundation, structural frame, floor slabs, exterior walls and roof system.

*Building system:* A functionally related group of elements, components and/or equipment, such as the electrical, plumbing and mechanical systems of a building.

~~Certificate of Competency: A written statement issued by the State of Florida evidencing that a specified person is qualified to engage in contracting, subcontracting or other specific construction trade.~~

Competency Card: A card issued by the Building Division which evidences that a specified person is competent to practice construction in Seminole County. Said card is issued based on registration as a contractor in another jurisdiction in the State of Florida and satisfaction of all requirements of section 40.20 Seminole County Code.

*Certificate of occupancy (C.O.):* A written statement issued by the County evidencing that a structure substantially satisfies all County construction requirements and may be occupied.

*Certified contractor:* Any contractor who possesses a certificate of competency issued by the State of Florida.

*Change of occupancy:* A change from one code occupancy classification or sub-classification to a different one.

*Demolition:* The act of razing, dismantling or removal of a building or structure, or portion thereof, to the ground level.

*Electrical construction:* All work and materials used in installing, maintaining, extending and/or connecting a system of electrical wiring for light, heat or power and appurtenances, apparatus or equipment used in connection therewith; provided, however, that this definition shall not include work and materials outside the scope and purview of those standards set forth in Section 40.61.

*Electrical contractor:* A person who holds a master electrician's certificate of competency and who is engaged in the business of electrical construction and possesses the experience and technical knowledge to plan, lay out and supervise the installation of electrical wiring, apparatus or equipment for light, heat or power; or a partnership,

corporation, business trust or other legal entity operating under a master electrician's certificate of competency issued for its use and benefit in the name of a master electrician.

*Electrician:* A person qualified under the terms and provisions of this Chapter who is engaged in the trade or business of electrical construction.

*FCILB:* The Florida Construction Industry Licensing Board.

*Imminent danger:* (1) A structurally unsound condition of a structure which could cause physical injury to persons or property; or (2) a structurally unsound condition of a structure which could cause a portion of the structure to detach or move and create potential for physical injury to persons or property; or (3) a structural condition which harbors or is inhabited by pests, vermin, or organisms injurious to human health.

*Journeyman electrician:* A person qualified under the terms and provisions of this Chapter who possesses the training, and technical knowledge to install electrical wiring, apparatus, or equipment for light, heat or power and who is capable of performing electrical work under the supervision of a master electrician.

*Licensed contractor:* A contractor certified by the State of Florida or the local jurisdiction who has satisfied all state or local requirements to be actively engaged in contracting.

*Maintenance electrician:* A journeyman electrician who is regularly employed by only one person to maintain and make minor repairs to the electric wiring, apparatus, and equipment, which is installed, contained, and used upon the premises or within buildings owned, occupied, or controlled by the person for whom he is a full-time employee.

*Maintenance plumber:* A person who is qualified as a journeyman plumber but who is regularly employed to maintain and make only minor repairs to the plumbing, piping, apparatus, and equipment which is installed, contained, and used upon the premises or in a building owned, occupied or controlled by the person who employs him full time.

*Mechanical contractor:* A person who is a Class A air conditioning contractor, or a Class B air conditioning contractor or a Class C air conditioning contractor or a mechanical contractor, all as defined in Florida Statutes Ch. 489, as amended.

*Permit:* A written statement issued by the County authorizing performance of a specific activity regulated by this Code.

*Plumbing contractor:* A person engaging in the business of plumbing contracting who holds a current master plumber's certificate of competency or state certification, or in the

alternative a partnership, corporation, business trust or other legal entity operating under a current master plumber's certificate of competency or state certification issued for its use and benefit in the name of another.

*Pump installer:* Any person engaged in the business of installing or repairing pumps and pumping equipment.

Registered Contractor: Any person who holds an active license from any jurisdiction within the State of Florida, who has been found competent to perform the work on the license and achieved a passing grade on a written exam germane to the licensed trade.

*Remodeling:* Work which changes the original size, configuration or materials of a structure.

*Specialty contractor:* A contractor whose scope of work and responsibility is limited to a particular phase of construction and whose scope is limited to a subset of the activities as described in Florida Statutes Chapter 489.

*Stop work order:* An order by the Building Official, or his designee, which requires the immediate cessation of all work and activities described in the order.

*Structural component:* Any part of a system, building or structure, load bearing or non-load bearing, which is integral

to the structural integrity thereof, including but not limited to walls, partitions, columns, beams and girders.

*Structural work or alteration:* The installation or assembling of new structural components into a system, building or structure; or any change, repair or replacement of any existing structural component of a system, building or structure.

**Section 2.** Amendment to application for license; information required.

Section 40.20 is hereby amended to read:

Sec. 40.20. Application for ~~license~~ competency card; information required.

(a) Any person desiring a ~~certificate of~~ competency card for a registered contractor required herein shall file a written application with the Building Division upon a form provided by the Building Division. The applicant shall appear in person and sign all related documents including the competency card and present valid government issued photo identification.

(b) In addition to all other information required, the person applying for the ~~certificate~~ competency card shall state on the application form the class or kind, if any, of ~~certificate~~ competency card for which he is applying.

(c) ~~In addition, any person who is applying~~ A contractor ~~may apply~~ on behalf of, or for the use and benefit of, any partnership, corporation, business trust or other legal entity ~~shall state on the certificate application form~~ provided that ~~the contractor signs the application and competency card and~~ provides the names and addresses of all officers and/or partners in said entity.

(d) The ~~appropriate~~ Seminole County ~~construction licensing board~~ Building Division will not issue a ~~license competency card~~ to any person to practice construction in Seminole County unless:

(1) ~~The applicant is certified by the State of Florida in the respective class he wishes to practice, if the State has certification for such class of construction; or~~  
(2) The applicant, at the time of application, is registered in another jurisdiction in the State of Florida ~~or possesses a Certificate of Competency from another jurisdiction in the State,~~ where he has passed a written examination administered by a recognized testing agency which is germane to the requested ~~license competency card.~~ and held an active license in the ~~respective class in which he wishes to practice for a period of not less than five years; or~~

(2) In addition, the applicant shall hold an active license from that jurisdiction in the respective class in which the applicant wishes to practice and the applicant shall submit a letter from that jurisdiction dated within seven days of the date of application for the competency card stating that the applicant's license is active and in good standing. The letter shall also include the date that the applicant passed the applicable written examination, the resulting test scores, the applicant's trade, and any disciplinary actions. The Building Division will not issue a competency card to any registered contractor who is undergoing an active disciplinary hearing or who has any sanctions by the State or local governments within the past year.

~~(3) If the State does not have certification for such class of construction, and the applicant is not registered or does not possess a Certificate of Competency in another jurisdiction in the State, the applicant may, if available, take a written examination to be administered by a recognized testing agency selected by the appropriate County contractor licensing board regarding the subject class of construction. If the applicant passes said examination, has at least five years experience in said class of construction and does not have any sanctions by the State or local governments during the five~~

~~years preceding the application regarding any class of construction, the applicant may be licensed.~~

(e) Notwithstanding any other provision of this Chapter, all persons having a license in Seminole County, upon the effective date of this subsection, will be allowed to continue practicing construction in Seminole County as long as they maintain an active license in good standing in Seminole County.

**Section 3. Amendment to Certificate expiration and renewal.**

Section 40.22 is hereby amended to read:

Section 40.22. ~~Certificate~~ Competency Card expiration and renewal.

(a) ~~Certificates~~ Competency cards issued pursuant to the provisions of this Part shall expire on the date the license upon which the competency card was issued expires. Any contractor desiring to renew the competency card shall provide a letter from the jurisdiction that issued the license dated within seven days of the renewal request. Such letter shall verify that the contractor's license is active and shall state any current disciplinary actions as well as any sanctions against said license within the past year.~~every year beginning on the dates indicated below:~~

~~TABLE INSET:~~

<del>Class of Certificate</del>	<del>Expiration Date</del>
<del>Building contractors.....</del>	<del>September 30, 1991</del>
<del>Electrical contractors and journeymen electricians.....</del>	<del>September 30, 1992</del>
<del>Mechanical contractors.....</del>	<del>September 30, 1991</del>
<del>Plumbing contractors and journeymen plumbers.....</del>	<del>September 30, 1992</del>
<del>Swimming pool contractors.....</del>	<del>September 30, 1991</del>
<del>Well drilling or pump installation or repair contractors.....</del>	<del>September 30, 1992</del>

(b) ~~Any certificate of competency card required herein which is not renewed within 90 days after its expiration shall be void and may not be renewed. the holder thereof shall not be issued another such certificate. A contractor who has not renewed a competency card within 90 days after its expiration is required to apply for a new competency card pursuant to the requirements in section 40.20.~~

(c) Nothing in this Section shall be construed to authorize a person to operate without an appropriate and current ~~certificate of competency card~~ or State certification.

**Section 4. Amendment to requirement for occupational license.**

Section 40.24 is hereby amended to read:

Section 40.24. ~~Occupational License.~~ Business Tax Receipt.

(a) It shall be unlawful for any person to engage in a business regulated by the provisions of this Chapter or in the capacity of being a contractor regulated herein without the ~~occupational license~~ business tax receipt required by law.

(b) It shall be unlawful for any person to engage in the business of being a journeyman electrician or plumber without the ~~occupational license~~ business tax receipt required by law.

(c) No person shall be issued an ~~occupational license~~ a business tax receipt for any business, trade or profession regulated in this Chapter if such person does not hold the appropriate ~~certificate of~~ state issued license or competency card required herein.

**Section 5. Codification.** It is the intention of the Board of County Commissioners that the provisions of this Ordinance shall become and be made a part of the Seminole County Code and the word "ordinance" may be changed to "section," "article," or other appropriate word or phrase and the sections of this Ordinance may be renumbered or relettered to accomplish such intention; providing, however, that Sections 3, 4 and 5 shall not be codified.

**Section 6. Severability.** If any section, subsection, sentence, clause or phrase of this Ordinance is for any reason held to be unconstitutional, such decision shall not affect the validity of the remaining portions of this Ordinance which can be given effect without the invalid provision or application, and to this end the provisions of this Ordinance are declared severable.

**Section 7. Effective Date.** This Ordinance shall take effect on \_\_\_\_\_, 2009, or upon filing a copy of this Ordinance with the Department of State by the Clerk of the Board of County Commissioners, whichever is later.

**ENACTED** this \_\_\_\_\_ day of \_\_\_\_\_, 2008.

ATTEST:

BOARD OF COUNTY COMMISSIONERS  
SEMINOLE COUNTY, FLORIDA

\_\_\_\_\_  
MARYANNE MORSE  
Clerk to the Board of  
County Commissioners of  
Seminole County, Florida

\_\_\_\_\_  
BOB DALLARI, Chairman

## NOTICE

NOTICE is hereby given that the Board of County Commissioners of Seminole County, Florida, intends to hold a public hearing to consider the enactment of an ordinance entitled:

**AN ORDINANCE AMENDING SECTION 40.20, CHAPTER 40, SEMINOLE COUNTY CODE; AMENDING THE DEFINITIONS IN CONNECTION THEREWITH; AUTHORIZING THE BUILDING DIVISION TO ISSUE A COMPETENCY CARD TO A CONTRACTOR REGISTERED IN ANOTHER JURISDICTION IN THE STATE OF FLORIDA; AMENDING THE REQUIREMENTS FOR THE ISSUANCE OF A COMPETENCY CARD TO A PERSON APPLYING ON BEHALF OF A PARTNERSHIP, CORPORATION, TRUST OR OTHER LEGAL ENTITY; SPECIFYING THE CRITERIA AND REQUIRED DOCUMENTS FOR THE ISSUANCE OF A COMPETENCY CARD; DELETING THE REFERENCE TO THE SEMINOLE COUNTY CONSTRUCTION LICENSING BOARD'S ISSUANCE OF A LICENSE; AMENDING SECTION 40.22 BY SPECIFYING THE CRITERIA AND REQUIRED DOCUMENTS FOR THE RENEWAL OF A COMPETENCY CARD; AMENDING SECTION 40.24 BY CHANGING ALL REFERENCES TO OCCUPATIONAL LICENSE TO BUSINESS TAX RECEIPT; PROVIDING FOR SEVERABILITY; PROVIDING FOR CODIFICATION AND PROVIDING AN EFFECTIVE DATE.**

at 1:30 p.m. or as soon thereafter as possible, at its regular meeting on March 24, 2009, at the Seminole County Services Building, 1101 East First Street, Board of County Commissioners Chambers, Sanford, Florida. The proposed ordinance may be inspected by the public at the office of the Clerk of the Board of County Commissioners, Room 2204, Seminole County Services Building. Interested parties may appear at the meeting and be heard with respect to the proposed ordinance. Persons are advised that, if they decide to appeal any decision made at this hearing, they will need a record of the proceedings, and, for such purpose, they may need to insure that a verbatim record of the proceedings is made, which record includes the testimony and evidence upon which the appeal is to be based.

For additional information regarding this notice contact Tom Helle, (407) 665-7338.

Persons with disabilities needing assistance to participate in any of these proceedings should contact the Human Resources Department ADA Coordinator 48 hours in advance of the meeting at 407-665-7941.

Publish: March 12, 2009

Contact Person, Invoice and  
Proof of Publication to:

Liz Parkhurst  
Planning & Development Department  
1101 East 1<sup>st</sup> Street  
Sanford, FL 32771  
407-665-7397

# ECONOMIC IMPACT STATEMENT

**DATE:** January 20, 2009

**DEPT./DIVISION:** P & D/Building

**CONTACT PERSON:** Tom Helle

**EXTENSION:** 7338

**DESCRIBE PROJECT/PROPOSAL:** Revision to Chapter 40 Seminole County Code. The changes are procedural changes to the process we currently use to issue competency cards to registered contractors.

**DESCRIBE THE DIRECT ECONOMIC IMPACT OF THE PROJECT/ PROPOSAL UPON THE OPERATION OF THE COUNTY:** None

**DESCRIBE THE DIRECT ECONOMIC IMPACT OF THE PROJECT/ PROPOSAL UPON THE PROPERTY OWNERS/TAX PAYERS/CITIZENS WHO ARE EXPECTED TO BE AFFECTED:** None.

**IDENTIFY ANY POTENTIAL INDIRECT ECONOMIC IMPACTS, POSITIVE OR NEGATIVE WHICH MIGHT OCCUR AS A RESULT OF THE PROJECT PROPOSAL:** None