

**STATE OF FLORIDA; WASHINGTON COUNTY  
WASHINGTON COUNTY BUILDING DEPARTMENT  
freed@washingtonfl.com – Telephone: 850-638-6195**

**COMPETENCY CARD – APPLICATION AND RENEWAL  
REQUIREMENTS**

1. Complete the [Contractor's Competency Card Application](#), and attach the following to the application:
  - 1. Three letters of reference from different persons or firms for whom the applicant has previously performed construction services or labor attesting to the timely and satisfactory performance or labor and showing the nature of the services and labor and the approximate date of performance. These letters must be signed and dated along with a telephone number.
  - 2. Two letters from firms or corporations from whom the applicant is authorized to purchase construction material or supplies on a credit basis. These letters shall be signed and dated. A telephone number for the person shall be provided.
  - 3. One letter from a person other than the above, of good standing in his respective community, attesting to his personal familiarity with and knowledge of the applicants good character and reputation in the community. This letter shall be signed and dated. A telephone number shall also be provided.
  - 4. A current FL State registration certificate and a copy of your drivers license.
  - 5. Copies of current insurance certificates or general liability and workers compensation insurance. Workers' compensation exemption forms will be accepted for those who do not have any employees.
2. For renewals, items number 1 and 3 may be omitted, however item number 2 must be completed with current letters of credit standing.
3. The above material shall be submitted to the Washington County Building Department for review and approval.
4. Applications for renewal shall be submitted no later than ten days before an expiration date of current competency card. **Please Do Not Fax**. Mail to 1331 South Blvd. Ste 214, Chipley, Florida 32428.