

CONTRACTOR LICENSING FAQ

Contractor Licensing frequently asked questions

Q. Can I apply online to become a Volusia County Registered Contractor?

A. NO, To obtain your listing card with Volusia County, please fill out the form found at this link; https://www.volusia.org/file/6093/Contractor_Listing_Application_Revised_02-17-2025-ADA.pdf . Return it to us along with the following required documents:

- Copy of Current State License
- Certificate of general liability insurance. **Note:** The company name listed as the INSURED on the certificate of insurance must match the State License. The CERTIFICATE HOLDER **MUST BE:** County of Volusia - Contractor Licensing - 123 W. Indiana Av., DeLand, FL 32720
- Certificate of worker's compensation insurance (a worker's compensation exemption certificate in the license holder's name can be submitted in lieu of the Certificate of Insurance). **Note:** The company name listed as the INSURED on the certificate of insurance must match the State License. The CERTIFICATE HOLDER **MUST BE:** County of Volusia - Contractor Licensing - 123 W. Indiana Av., DeLand, FL 32720
- A copy of the License Holder's Valid I.D.
- **PLEASE SEND ALL DOCUMENTS TOGETHER IN ONE EMAIL.**

You have a choice on the form to participate in our listing program or not – check Yes if you wish to participate and check No if you do not wish to participate. If you choose not to participate in the Volusia County Listing Program you will need to include proof of licensure and insurance for EACH PERMIT APPLICATION, and you will NOT have access to submit a permit application on the online portal. The License Holder would need to submit for permit applications in person. If you choose to participate in the Volusia County Listing Program there will be an annual fee of \$45 due on September 30th every year. Please make sure to EMAIL this registration in to contractorlicensing@volusia.org and put "NEW CONTRACTOR LISTING APPLICATION" in the subject line on your email.

Q. Where can I find information on Worker's Compensation Exemption?

A. For Worker's Compensation Exemption Information, call 407-835-4406 or follow this link to apply : <https://myfloridacfo.com/division/wc/employer/exemptions> .

Q. As a Handyman, do I need to obtain a license and register to perform work in Volusia County?

A. NO, not if the work you are performing does not require a permit to be pulled. The scope of work cannot be structural, mechanical, plumbing or electrical work of any kind. Please reference the document that can be found at this link; https://www.volusia.org/file/6093/Handyman_vs._License_Required-ADA.pdf . The things shown on the left column on this document are examples of work that can be completed without a license or permit in Volusia County.

Q. As a Handyman, what do I need in order to perform work in Volusia County?

A. To operate as a Handyman, you will want to secure General Liability Insurance, Worker's Compensation Insurance or a Worker's Compensation Exemption Certificate and apply for your local business Tax Receipt in the city or county that your business is located **IF** that jurisdiction requires one. Volusia County no longer requires one. Please check to see if the work you perform falls under the Handyman category by referring to the question above this one.

Q. How do I obtain a State Certified Contractor License or State Certified Specialty License?

A. For State Licensing, you can apply for a license by clicking on this link; <http://www.myfloridalicense.com/DBPR/construction-industry/> and selecting "Apply for a License". For more information they can be reached at 1-850-487-1395 or on the website at myfloridalicense.com.

Q. Can I obtain a Specialty License through Volusia County?

A. YES, you can apply using the application form that can be found at this link; <https://www.volusia.org/core/fileparse.php/6093/urlt/Contractor-Exam-app.pdf> . The original must be submitted in person at 125 W. Indiana Ave. Room 203, Deland FL 32720. The Specialty Licenses that we issue and recognize has changed. Below is a current list of Specialty Licenses that Volusia County offers:

- Carpentry Contractor
- Garage Door Installer
- Siding, Window and Door Installer
- Marine Contractor
- Demolition Contractor
- Hurricane Protection Installer

NOTE: Due to House Bill 735, Volusia County will NO longer issue or recognize the above licenses as of July 1, 2025. A State Certified License will be required after July 1, 2025. For more information on this, contact contractorlicensing@volusia.org .

Q. If I have a locally issued Contractor License issued in another County, Can I become a Volusia County Registered Contractor?

A. YES, if you have a locally issued Contractor License that is **Registered with the State**, you can register with Volusia County via reciprocity, please fill out the form found at this link; https://www.volusia.org/file/6093/Contractor_Listing_Application_Revised_02-17-2025-ADA.pdf . Return to us along with the following required documents:

- Business Tax Receipt (**IF** the city or county where your business is located issues them. Volusia County no longer does.)
- Certificate of General Liability Insurance. Please make sure that Volusia County, 123 W. Indiana Ave., Deland, FL 32720 is listed as the Certificate Holder.
- Certificate of Workers Compensation Insurance. Please make sure that Volusia County, 123 W. Indiana Ave., Deland, FL 32720 is listed as the Certificate Holder. (A workers Compensation Exemption Certificate can be provided in lieu of the Certificate of Insurance but the Certificate

submitted MUST be in the name of the License Holder and the company name must also be on the Certificate of Exemption).

- Have a Letter of Reciprocity sent directly to Volusia County from the County that sponsored you for your exam. They should email it to contractorlicensing@volusia.org . The letter must show the following:

- Company that proctored the exam.
- Exam Dates for both exams.
- Technical Application Score (min.75% required).
- Business & Law Score (min. 75% required).

- A copy of your current competency card.

- A copy of your Driver's License.

NOTE: all documents supplied MUST have matching company names shown. There will be an one-time Initial Fee of \$50 and a \$150 Contractor License fee due at the time of registration. Then there will be a biennial fee of \$150.00 due every other year on the odd-numbered years on September 30th. Please make sure to EMAIL this registration in to contractorlicensing@volusia.org and put "NEW REGISTRATION VIA RECIPROCITY" in the subject line on your email.

Q. Can I apply to be a Journeyman through Volusia County?

A. YES, you can apply using the application form found at this link;

<https://www.volusia.org/core/fileparse.php/6093/urlt/JourneymanAppUPDATED.pdf> . The application should answer any questions you may have about what is required to apply but should you have any further questions, please email contractorlicensing@volusia.org . The original must be submitted in person at 125 W. Indiana Ave. Room 203, Deland FL 32720. We sponsor for the following Journeyman Exams:

- Electrical Journeyman
- Plumbing Journeyman

Q. Can I update my insurance certificates online when they expire?

A. YES, the link below will take you to a guide. This guide will show you how to find your Listing Status, the expiration dates currently on file and how to upload new documents when they expire such as your State License, Insurance Certificates and Worker's Compensation Exemption Certificates.

<https://connectlivepermits.org/citizenportal/COV/Training/Guides/Contractor%20Listing%20Renewal.pdf>

Q. Can I see my License status online?

A. YES, the below link will take you to a guide. This guide will show you how to find your Listing Status, the expiration dates currently on file and how to upload new documents when they expire such as your State License, Insurance Certificates and Worker's Compensation Exemption Certificates.

<https://connectlivepermits.org/citizenportal/COV/Training/Guides/Contractor%20Listing%20Renewal.pdf>

Q. Can I pay for my Contractor Listing Program Renewal Fee over the phone?

A. NO, this fee can be paid via the Contractor's online portal account on Connect Live. You can reach Connect Live using this link;

<https://connectlivepermits.org/PublicPortal/Volusia/common/index.jsp> . Click on the Blue Login Box. You will need to know the email on your account as that is also your username for Connect Live.

Q. Is there another way other than Connect Live to pay for my Contractor Listing Program Renewal Fee?

A. YES, email contractorlicensing@volusia.org and request an invoice be emailed to you for your Contractor Listing Program Renewal Fee. Make sure to include your State License Number(s) or Volusia County License number(s) and the email you want the invoice(s) sent to. Then you can either mail the payment in making sure to reference the invoice number on the check or you can pay in person at the historic courthouse located at 125 W. New York Ave., Rm. 120, DeLand, FL 32720. Please make your check payable to: Volusia County, Contractor Licensing.

Q. My State Contractor License is current, why is my license showing as "Not Current" with Volusia County?

A. If your license is showing as "Not Current", there are a few things that can cause this:

- Your General Liability Insurance has expired, and you need to upload a new Certificate of Insurance. Please make sure the Certificate holder is Volusia County, Building and Code Administration, 123 W. Indiana Ave., Deland, FL 32720. The link below will take you to a guide on how to upload.

NOTE: If you have more than one license you must upload your insurance to each of the licenses by clicking on the detail button next to the license you wish to update and uploading under the attachments for each license separately.

- Your Worker's Compensation Insurance has expired, and you need to upload a new Certificate of Insurance. Please make sure the Certificate holder is Volusia County, Building and Code Administration, 123 W. Indiana Ave., Deland, FL 32720. The link below will take you to a guide on how to upload.

NOTE: If you have more than one license you must upload your insurance to each of the licenses by clicking on the detail button next to the license you wish to update and uploading under the attachments for each license separately.

- Your Worker's Compensation Exemption Certificate has expired, and you need to upload a new Exemption Certificate. The link below will take you to a guide on how to upload.

NOTE: If you have more than one license you must upload your insurance to each of the licenses by clicking on the detail button next to the license you wish to update and uploading under the attachments for each license separately.

- Your State License recently expired, and you need to upload a copy of the new State License. The link below will take you to a guide on how to upload.

NOTE: If you have more than one license you must upload your insurance to each of the licenses by clicking on the detail button next to the license you wish to update and uploading under the attachments for each license separately.

- Your annual Contractor Listing Program Renewal Fee is due and can be paid via the Contractor's online portal account in Connect Live. You can reach Connect Live using this link; <https://connectlivepermits.org/PublicPortal/Volusia/common/index.jsp> . You will need to know the email on your account as that is also your username for Connect Live. Once you log in, got to the "Bills" tab to pay the fee.
NOTE: The Fee that says "2nd Year" is optional. This is available if you want to pay for two years at a time. Select both if paying for two years but ignore the "2nd Year" fee if you only wish to pay for a year.

Q. Can I change the email on my license & Connect Live account online?

A. There are two answers to this question:

- YES, If you still have access and can log in to your Connect Live account, log in and go to the section titled "My Profile" and you can change your email there.
- NO, If you cannot access your Connect Live account, you will need to email contractorlicensing@volusia.org and request a change of email form so that you can have the email changed.

Q. If I have forgotten my password, is there a way to access my Connect Live account?

A. YES, if you have forgotten your password, use the "Forgot Password?" link. NOTE: the email to reset your password will be sent to the email on file so before doing this, make sure that the email on file is one that you have access to. If you are unsure of what email is on file, email contractorlicensing@volusia.org with your license # and ask what email is on file for that license #.

Q. Is a Business Tax Receipt (BTR) required in Volusia County?

A: NO, we no longer issue Business Tax Receipts or require that you provide a copy of your Business Tax Receipt for Contractor Listing. If your business is located within an incorporated (city limits) area of Volusia County, you should check with City Hall to see if you need to acquire a city business tax receipt. Please visit our [External Links](#) page for the contact information of the cities within our limits.

Q. Can I file a complaint against a State Licensed Contractor with Volusia County?

A. NO, you will want to file a complaint with the Florida Department of Business & Professional Regulation (DBPR). That is the State Agency that monitors licensing and complaints. Below is a link that will take you directly to the file a complaint page.
<http://www.myfloridalicense.com/DBPR/file-a-complaint/> .

Q. Do I need to register to pull a permit to install a fence?

A. YES, To obtain your listing card with Volusia County, please fill out the form found at this link; https://www.volusia.org/file/6093/Contractor_Listing_Application_Revised_02-17-2025-ADA.pdf . Return it to us along with the following required documents:

- Copy of BTR (**IF** your City or County requires one). Please make sure that you have listed either "Fences" or "Fence Installation" – something like that as your type of business.
- Certificate of general liability insurance. **Note:** The company name listed as the INSURED on

the certificate of insurance must match the State License. The CERTIFICATE HOLDER **MUST BE:** County of Volusia - Building and Code Administration - 123 W. Indiana Av., DeLand, FL 32720.

- Certificate of worker's compensation insurance (a worker's compensation exemption certificate in the license holder's name can be submitted in lieu of the Certificate of Insurance). **Note:** The company name listed as the INSURED on the certificate of insurance must match the State License. The CERTIFICATE HOLDER **MUST BE:** County of Volusia - Building and Code Administration - 123 W. Indiana Av., DeLand, FL 32720.
- A copy of the applicants Valid I.D.
- **PLEASE SEND ALL DOCUMENTS TOGETHER IN ONE EMAIL.**

You have a choice on the form to participate in our listing program or not – check Yes if you wish to participate and check No if you do not wish to participate. If you choose not to participate in the Volusia County Listing Program you will need to include proof of licensure and insurance for EACH PERMIT APPLICATION, and you will NOT have access to submit a permit application on the online portal. The License Holder would need to submit for permit applications in person. If you choose to participate in the Volusia County Listing Program there is no fee for Fence Installers. Please make sure to EMAIL this registration in to contractorlicensing@volusia.org and put "NEW FENCE INSTALLER LISTING APPLICATION" in the subject line on your email.

Q: Can you help me find a Contractor to perform work?

A. YES, if you're looking for contractors that work in our area, I would suggest going to Volusia County's Connect Live portal online (click on the link below and it will take you right to the section you will want for researching contractors).

<https://connectlivepermits.org/citizenportal/app/public-search>

Click on the Tab titled "Contractor". Once there you can use the drop down next to "Contractor Type" to select the type of contractor you are looking for (i.e. roofing contractor, electrical contractor, etc. – note, if looking for a General Contractor, they will be listed under "CONSTRUCTION CONTR.-CLASS A"). OR you can type in the name or business name or License #. Once you have chosen one, be sure to confirm that their "Status" says "Current" – this means their license and insurance is up to date and current. I would also suggest looking at a few that you select on the Better Business Bureau's site at <https://www.bbb.org/search>.

Q. Can you help me find a Tree Contractor?

A. NO, there is not a locally issued or State Contractor License for Tree work. You can go to Treesaregood.org for a certified ISA Arborist.

Q: Where do I register a corporation?

A. Corporations are registered with the Department of State's Division of Corporations. Registration information can be found at their website, www.sunbiz.org.