

CONTRACTOR LICENSING FAQ

Contractor Licensing frequently asked questions

<https://www.volusia.org/services/growth-and-resource-management/building-and-zoning/contractor-licensing/forms-and-applications.stml>

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

A. NO, to register with Volusia County, please fill out the form found at this link; https://www.volusia.org/core/fileparse.php/6093/urlt/Contractor_Registration_Listing_Application_Revised_02-19-2024-ADA.pdf. Return that to us along with a copy of your State License, General Liability and Worker's Compensation Certificates of Insurance (Please make sure that Volusia County, 123 W. Indiana Ave., Deland, FL 32720 is listed as the Certificate Holder). A Worker's Compensation Exemption Certificate can be provided in lieu of the Worker's Compensation Certificate of Insurance, but a General Liability Certificate of Insurance will still be required. And a copy of your Driver's License. NOTE: all documents supplied MUST have matching company names shown. You have a choice on the form to participate in our licensing program or not – initial the first one to participate and the 2nd one if you wish to decline. If you choose to decline participation in the Volusia County Licensing Program you will need to include proof of licensure and insurance for EACH PERMIT APPLICATION, and you will NOT have access to the online portal. If you choose to participate 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 REGISTRATION" 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/core/fileparse.php/6093/urlt/Handyman_vs._License_Required.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 Contractor or 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, the above licenses will NO longer be issued or recognized as of July 1, 2024. Nor will any locally issued licenses in the State of Florida. A State Certified License will be required after July 1, 2024. For more information on this, contact contractorlicensing@volusia.org .

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

A. YES, to register with Volusia County via reciprocity, please fill out the form found at this link; https://www.volusia.org/core/fileparse.php/6093/urlt/Contractor_Registration_Listing_Application_Revised_02-19-2024-ADA.pdf . Return to us along with a copy of your State License (if applicable), a copy of your Competency Card from your Sponsoring County, have a letter of Reciprocity sent to Volusia County from the County where the exam was sponsored. Letter must show exam date, score (min.75% required), and Business & Law date and score (min. 75% required), a copy of your General Liability and Workers Comp insurance certificates. Please make sure that Volusia County, 123 W. Indiana Ave., Deland, FL 32720 is listed as the Certificate Holder. A Worker's Compensation Exemption Certificate can be provided in lieu of the Workers Comp Certificate of Insurance, but a General Liability Certificate of Insurance will still be required. And a copy of your Driver's License. NOTE: all documents supplied MUST have matching company names shown. 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 CONTRACTOR REGISTRATION" 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, log on to your Connect Live account, click on the “Contractor License” tab at the top, locate the license you wish to update, click on the blue “Detail” button next to that license, go to the “Attachments” tab, click on the yellow “Upload Attachments” button at the bottom and follow the prompts. Please make sure that Volusia County, 123 W. Indiana Ave., Deland, FL 32720 is listed as the Certificate Holder.

Q. Can I see my License status online?

A. YES, log-in to your account on Connect Live and go to the “Contractor License” tab at the top. You can see your status on that page. If you click on the blue “Detail” button to the right of a specific license it will show you the expiration dates we have on file for your documents so you can see what is needed to make your status Current again if it is not.

Q. Can I pay for my Contractor License 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> . You will need to know the email on your account as that is also your log-in for Connect Live. Once you log in to your Connect Live account, go to the tab at the top of the 1st page named “Bills”. That is where this fee can be paid. The 2nd year fee is optional and there if you wish to pay two years at a time.

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

A. YES, email contractorlicensing@volusia.org and request an invoice be emailed to you for your Contractor License 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 to your Connect Live account. Please make sure that Volusia County, 123 W. Indiana Ave., Deland, FL 32720 is listed as the Certificate Holder, log on to your Connect Live account, click on the “Contractor License” tab at the top, locate the license you wish to update, click on the blue “Detail” button next to that license, go to the “Attachments” tab, click on the yellow “Upload Attachments” button at the bottom and follow the prompts.
- Your Worker’s Compensation Insurance has expired, and you need to upload a new Certificate of Insurance to your Connect Live account. Please make sure that Volusia County, 123 W. Indiana Ave., Deland, FL 32720 is listed as the Certificate Holder, log on to your Connect Live account, click on the “Contractor License” tab at the top, locate the license you wish to update, click on the blue “Detail” button next to that license, go to the “Attachments” tab, click on the yellow “Upload Attachments” button at the bottom and follow the prompts.
- Your Worker’s Compensation Exemption Certificate has expired, and you need to upload a new Certificate of Insurance to your Connect Live account. Please make sure that Volusia County, 123 W. Indiana Ave., Deland, FL 32720 is listed as the Certificate Holder, log on to your Connect Live account, click on the “Contractor License” tab at the top, locate the license you wish to update, click on the blue “Detail” button next to that license, go to the “Attachments” tab, click on the yellow “Upload Attachments” button at the bottom and follow the prompts.
- Your annual Contractor License 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 log-in for Connect Live. Once you log in to your Connect Live account, go to the tab at the top of the 1st page named “Bills”. That is where this fee can be paid. The 2nd year fee is optional and there if you wish to pay two years at a time.
- You have not yet provided your renewed State License. To upload this to your Connect Live account: log on to your Connect Live account, click on the “Contractor License” tab at the top, locate the license you wish to update, click on the blue “Detail” button next to that license, go to the “Attachments” tab, click on the yellow “Upload Attachments” button at the bottom and follow the prompts.

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 and my security questions, is there a way to access my Connect Live account?

A. YES, if you have forgotten your password, please email contractorlicensing@volusia.org and request that your password be reset. Make sure to include your license number. NOTE: the temporary 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 to register with 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 Registration. A letter stating this so you can provide it to other jurisdictions can be found by clicking [here](#). 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 register with Volusia County for Fence permits, please fill out the form found at this link;
https://www.volusia.org/core/fileparse.php/6093/urlt/Contractor_Registration_Listing_Application_Revised_02-19-2024-ADA.pdf. On the line that asks for your State License #, just put the word "FENCE". Return that to us along with a copy of your Business Tax Receipt IF your City or County requires one (Make sure the Services Provided or Business Type section says "Fence installation / repair"), a copy of your General Liability and Worker's Compensation insurance certificates (Please make sure that Volusia County, 123 W. Indiana Ave., Deland, FL 32720 is listed as the Certificate Holder) OR a Workers Comp Exemption Certificate in lieu of the Worker's Compensation Certificate of Insurance and a copy of your Driver's License. Please make sure to EMAIL this registration in to contractorlicensing@volusia.org and put "NEW FENCE CONTRACTOR REGISTRATION" 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>

Once, you are in the search screen, 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”). Once you have chosen one, be sure to confirm that their “Volusia CL 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.