

APPLICATION FOR INACTIVE STATUS

Contractor Licensing
Development Services Division
Post Office Box 398
Fort Myers, Florida 33902
Telephone: (239) 533-8895

Applicant's Name: _____ Certificate # _____

Home Address: _____
Street City State Zip

E-Mail Address: _____ Home Phone () _____

Business No Longer Qualified _____

Business Address: _____
Street City State Zip

I do not believe that placement of my certificate on inactive status will cause harm to the public because the business entity formerly qualified by my certificate is

- _____ no longer in business
- _____ will be qualified by _____
certificate # _____
- _____ other _____

I understand that an inactive certificate is valid for a period of one year (October 1 through September 30) and must be renewed annually by payment of the appropriate fee or it will lapse.

I have included with this application my current Lee County Certificate of Competency card and a fee in the amount of \$_____.

Applicant's Signature _____ Date _____

In order to obtain inactive status, this completed form, accompanied by the appropriate fee and current Lee County Certificate of Competency card, must be provided to the Contractor Licensing Office.

RETAIN THIS SHEET FOR YOUR RECORDS AND INFORMATION

LEE COUNTY ORDINANCE NO: 00-26

SECTION NINE:

H. *Reactivating a certificate on inactive status.* An inactive certificate may be reactivated administratively or upon board approval as follows:

1. *Administrative procedure.* The division can administratively reactivate an inactive certificate under the following circumstances:
 - a. The applicant files a complete application to activate a certificate with the division on the appropriate form.
 - b. As part of the application the applicant must submit personal and business credit reports not more than six (6) months old. Applicants seeking to reactivate a certificate within six (6) months of placement on involuntary inactive status are exempt from this requirement.
 - c. The applicant's certificate has not lapsed.
 - d. The applicant produces proof of appropriate liability insurance and workers' compensation coverage.
 - e. In addition to applicable license fees, a ten dollar (\$10.00) administrative fee applies to all applicants seeking to reactivate a certificate placed on involuntary inactive status. The fee is payable to the division and is necessary to cover the costs associated with placement of a certificate on involuntary inactive status.
 - f. The building official or his designee reviews the application and finds that it meets the criteria set forth in this article.
2. *Board procedure.* The division will refer an application to reactivate a certificate to the board for action only if, in the building official's opinion, the applicant no longer appears to meet the requirements of this article. If an application to reactivate a certificate is presented to the board for review, it is subject to meeting all criteria set forth in this article as though it were an initial application.