



## JOURNEYMAN PLUMBER APPLICATION INSTRUCTIONS

1. **WHO MUST FILE FOR EXAMINATION:** Any resident or non-resident who intends to pursue a career as a Plumbing Contractor; however, there is no requirement for a State Certified Plumbing Contractor to have ever held a “Journeyman” certificate. This certificate does not permit the holder to perform any work or enter into any contracts on his/her own. The certificate holder must always work under the supervision of a properly licensed Plumbing Contractor.
2. **QUALIFICATIONS:** Applicants must meet one of the following:
  - A. Have completed 12,000 hours of apprenticeship working under the supervision of a licensed plumbing contractor, or
  - B. Have completed 8,000 hours of apprenticeship working under the supervision of a licensed plumbing contractor and have completed a 4 year apprenticeship program recognized by the Florida Department of Education/Department of Labor and Employment Security.
3. **APPLICATIONS:** Applications, including all items listed in Paragraph 10, must be filed with the Contractor Licensing Team, Hillsborough County Building & Construction Services.
4. **APPLICATION FEES:** The **non-refundable** application fee for a Journeyman License is **\$150**. If paying by check, make payable to Hillsborough County BOCC.
5. **EXAMINATION:** After approval of your application, you must arrange with Hillsborough County Contractor Licensing to schedule your exam. You will be furnished with a bulletin detailing the subjects you will be tested on and the reference books from which the questions are taken. Exams are open book; however, books which have been written in will not be allowed in the test area. You are allowed to highlight words, sentences and paragraphs. Exam fees are to be paid directly to the testing agency. If you do not pass the exam within the allotted approval period you will be required to pay the County an additional \$30 to recertify you to continue testing.
6. **PASSING SCORES:** Hillsborough County requires a minimum passing score of **75%**.
7. **RECIPROCITY:** Once obtained, the Journeyman Plumber Certificate of Competency is recognized in all jurisdictions throughout the State of Florida. You do not need to reciprocate your license with any other jurisdiction unless specifically required to do so for employment. If required to obtain a license in another jurisdiction you will need to request and pay for a “Letter of Reciprocity” to be sent to the receiving jurisdiction. This fee is \$50.
8. **LICENSE/CERTIFICATE RENEWALS:** **All Journeyman Licenses expire on September 30 of even years**, and licenses become delinquent unless renewed prior to that date. If a Certificate is not renewed for 2 consecutive years, the license holder may be required to retest before reinstatement. If the license is not renewed for a period of 5 years or more, the license becomes invalid and the individual must reapply as a new applicant. If approved, the applicant must be retested.

9. **REGISTRATION FEES:** The Journeyman fee for Registration with Hillsborough County (after passing the exam) is **\$35/yr.**
10. **APPLICATION FORM:** Hillsborough County will not process an application unless it is filled out completely on forms provided by the Hillsborough County Contractor Licensing Team, and all required information, including photograph, is attached. All information must be typed or clearly printed. Illegible or incomplete applications will not be accepted. For applications sent by mail, this will result in additional delays in processing as incomplete applications will be returned to the applicant. Hillsborough County will not “hold” an incomplete package. **Faxed applications will not be accepted, and all documents with signatures must be the original, signed copy.**
- A. The applicant should submit his/her application in person; however, if it is impossible to submit the application in person, the application may be mailed with the total application fee of \$150 (non-refundable). The application package must include the following:
- a. Completed application (to include work verification form and **copy of current driver's license**)
  - b. Copies of all Certificates of Completion from an accredited journeyman apprenticeship schools.
  - c. Application Fee of \$150

B. Application is to be delivered to:

**Hillsborough County Building & Construction Services**  
**ATTN: Contractor Licensing**  
**601 E. Kennedy Boulevard, 19<sup>th</sup> Floor**  
**P.O. Box 1110**  
**Tampa, Florida 33601**

**FOR SPECIFIC TECHNICAL QUESTIONS, PLEASE CONTACT:**

Contractor Licensing  
Phone: (813) 635-7312  
(813) 635-7316  
Fax: (813) 635-7367



# JOURNEYMAN PLUMBER LICENSE APPLICATION

**FAXED APPLICATIONS WILL NOT BE ACCEPTED OR PROCESSED**  
**ALL INFORMATION MUST BE TYPED OR CLEARLY PRINTED**  
**ILLEGIBLE APPLICATIONS WILL NOT BE ACCEPTED AND WILL BE RETURNED**  
**APPLICATION FEES ARE NON-REFUNDABLE**

**ATTACH  
RECENT  
PHOTO  
HERE**

## **PERSONAL DATA**

Date: \_\_\_\_\_ Social Security No: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

Name: \_\_\_\_\_  
Last First Middle

Date of Birth: \_\_\_\_\_ Place of Birth: \_\_\_\_\_

Res. Address: \_\_\_\_\_

City/St: \_\_\_\_\_, \_\_\_\_\_ Zip Code: \_\_\_\_\_ Ph: \_\_\_\_\_

Business Name: \_\_\_\_\_

Bus. Address: \_\_\_\_\_

City/St: \_\_\_\_\_, \_\_\_\_\_ Zip Code: \_\_\_\_\_ Ph: \_\_\_\_\_

Job Title: \_\_\_\_\_ U.S. Citizen? Yes \_\_\_\_\_ No \_\_\_\_\_

**NOTE: IF NOT A U.S. CITIZEN, APPLICANT MUST PROVIDE PROOF OF RIGHT TO WORK IN THE U.S.**

## **EDUCATION**

**High School:** (Name, City, State) **Years Attended** **Graduate** **Degree**

\_\_\_\_\_ **Years Attended** **Graduate** **Degree**

**College or University:** (Name, City, State) **Years Attended** **Graduate** **Degree**

\_\_\_\_\_ **Years Attended** **Graduate** **Degree**

**Trade School:** (Name, City, State) **Years Attended** **Graduate** **Degree**

\_\_\_\_\_ **Years Attended** **Graduate** **Degree**

I HEREBY CERTIFY THAT ALL INFORMATION  
SUBMITTED IS TRUE AND CORRECT

\_\_\_\_\_  
Signature of Applicant



**JOURNEYMAN PLUMBER LICENSE APPLICATION  
VERIFICATION OF CONSTRUCTION WORK HOURS**

**ALL INFORMATION MUST BE TYPED OR CLEARLY PRINTED**  
**ILLEGIBLE APPLICATIONS WILL NOT BE ACCEPTED AND WILL BE RETURNED**  
**APPLICATION FEES ARE NON-REFUNDABLE**  
**COPIES OF THIS FORM MAY BE MADE FOR ADDITIONAL EMPLOYERS**

**ALL APPLICANTS FOR JOURNEYMAN PLUMBER SHALL MEET THE MINIMUM QUALIFICATIONS OF EITHER 12,000 HRS AS AN APPRENTICE OR 8,000 HRS AS AN APPRENTICE AND COMPLETION OF A 4-YEAR FLORIDA APPROVED APPRENTICESHIP PROGRAM.**

**A Licensed Plumbing Contractor must certify the hours the applicant actually worked as an apprentice in plumbing construction, under direct supervision of said Licensed Plumbing Contractor**

Name of Company: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

I hereby certify that \_\_\_\_\_  
worked \_\_\_\_\_ **hours** as an apprentice in the plumbing trade under the supervision of  
a Licensed Plumbing Contractor between \_\_\_\_\_ to \_\_\_\_\_.  
Month/Year Month/Year

\_\_\_\_\_  
License Holder's Signature

\_\_\_\_\_  
Plumbing Contractor License No.

\_\_\_\_\_  
Printed Name of License Holder

\_\_\_\_\_  
Contact Phone No. of License Holder

**STATE OF** \_\_\_\_\_

**COUNTY OF** \_\_\_\_\_

Sworn to (or affirmed) and subscribed before me this  
\_\_\_\_\_, day of \_\_\_\_\_, 20\_\_\_\_

by \_\_\_\_\_  
(Name of Plumbing Contractor Making Statement, Typed or Printed)

*Affix  
Seal*

\_\_\_\_\_  
(Signature of Notary)

\_\_\_\_\_  
(Name of Notary Typed, Printed, or Stamped)

My Commission expires: \_\_\_\_\_

Personally Known \_\_\_\_\_ OR Produced Identification

\_\_\_\_\_  
(Type of Identification Produced)