

# COMPLAINTS, INVESTIGATIONS AND CONTRACTOR STATUS



Palm Beach County  
Board of County Commissioners



Palm Beach County  
Planning, Zoning & Building Department  
Contractors Certification Division

The Contractors Certification Division investigators conduct field audits at construction jobsites and investigate citizen complaints against construction contractors.

In addition, the Division assists municipalities in certification issues, and conducts jobsite audits to ensure compliance with Special Act 67-1876, as amended.

Complaints against State-licensed contractors are referred to the proper State agency.

## Planning, Zoning & Building Department Contractors Certification Division

2300 N. Jog Road, Suite 2W-61  
West Palm Beach, FL 33411-2741

### Hours of Operation

Monday through Friday  
8:00 a.m. to 5:00 p.m.  
*(Except Holidays)*

### For All Contractor Services

#### Contact Us Via:

TEL: (561) 233-5525

FAX: (561) 233-5554

E-mail: [PZBCCert@pbcgov.org](mailto:PZBCCert@pbcgov.org)

[www.pbcgov.com/pzb/contractors](http://www.pbcgov.com/pzb/contractors)



# A Guide to Certifying Construction Contractors in Palm Beach County

## CONSTRUCTION CERTIFICATION

Palm Beach County is committed to protecting its residents from unqualified contractors. Certification by the Construction Industry Licensing Board of Palm Beach County (CILB/PBC) or appropriate state certification is required.

Certification protects consumers by ensuring that the contractors have the technical skills, business stability, and knowledge to perform the work they are certified to do.

The CILB/PBC certifies and regulates approximately 50 categories in the construction industry.

By law, a person must be certified in order to contract in a regulated trade.

## CERTIFICATION PROCESS

To become certified in one or more of the 50 regulated trades, an application must be made to the CILB/PBC, located at **2300 North Jog Road, Suite 2W-61, West Palm Beach, FL 33411-2741**. Please contact the office for specific deadlines.

Applicants must meet certain criteria, such as verifiable work experience, and have good credit and financial responsibility.

Application requirements and fees vary depending on the certification category.

Once approved by the CILB/PBC, the applicant is eligible to take a competency examination. Specific courses are available for certain trades.

## RECIPROcity & RENEWAL

### Reciprocity

Palm Beach County has reciprocity with more than 50 other cities and counties in the State of Florida.

Persons certified in other cities or counties in the State of Florida that have a written reciprocal agreement with Palm Beach County are eligible for certification here, provided they have met the County's minimum requirements.

### Renewals

The CILB/PBC requires that contractors renew their certificates every two years. Proof of general liability insurance, workers' compensation or an exemption, a surety bond, and a local business tax receipt are necessary to maintain certification and to operate a construction business.

