



**Planning, Zoning
& Building Department**

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**Palm Beach County
Board of County
Commissioners**

Maria G. Marino, Mayor

Sara Baxter, Vice Mayor

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Marci Woodward

Maria Sachs

Bobby Powell Jr.

County Administrator

Joseph Abruzzo

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October 2, 2025

The Honorable Chairman Synder
Representative Chairs
301 N. Olive Avenue, Suite 701.6
West Palm Beach, FL 33401

Re: Local Bill Amending Chapter 67-1876, Laws of Florida – Examination
Requirement Prior to CILB Review

Dear Chairman, Snyder,

On behalf of Palm Beach County Planning, Zoning, and Building and Palm Beach County Construction Industry Licensing Board, I am submitting for your consideration a proposed amendment to Chapter 67-1876, Laws of Florida, as amended, relating to Palm Beach County contracting certification requirements.

The purpose of this amendment is to revise the conditions under which an applicant may take a local contracting certification examination. Specifically, the proposed change requires that all applicants successfully pass the applicable examination before their application is presented to the Construction Industry Licensing Board (CILB) for review.

CONSTRUCTION INDUSTRY LICENSING BOARD LOCAL BILL

Palm Beach County supports amending Chapter 67-1876, Special Acts, Laws of Florida, to align Palm Beach County's licensing process with best practices in professional regulation, including requiring contractor applicants to complete their examinations prior to CILB review successfully.

Below is an overview and additional background regarding the Bill and its purpose:

Background

Under current law, contractor applicants in Palm Beach County must first submit their application for review by the Construction Industry Licensing Board (CILB) before taking the required examination. This process often results in duplicate reviews when applicants are unsuccessful, creating delays and additional administrative work.

Rationale and Impact

- Requiring contractor applicants to pass their exam prior to CILB review successfully ensures that competency is verified before the Board



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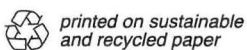
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considers an application, thereby strengthening the integrity of the licensing process.

- It streamlines operations by reducing the administrative workload associated with scheduling and reviewing unsuccessful candidates.
- Applicants benefit from a more efficient process, as only those who have demonstrated the required knowledge and skills advance to CILB review.

Summary of Key Changes

- Exam Timing: Applicants must pass the required exam before CILB review, rather than after preliminary approval.
- Attempts and Rescheduling: Applicants may use the permitted number of attempts prior to application submission, with no mandatory waiting period between attempts.
- Application Review: CILB will review only complete applications that include proof of passing the required examination.
- Outcome: This ensures that only fully qualified candidates are considered for certification, reducing delays and improving efficiency.

Enclosed with this letter is the draft bill text, summary of facts, and economic impact statement for your review.

Palm Beach County's Legislative Affairs Director, Alessandro Marchesani, will be presenting the proposed local bill at the Local Bill Hearing. He can be contacted by email at amarchesani@pbc.gov or by phone at (305) 308-2104.

We respectfully request your consideration and support of this amendment, which aligns with best practices in professional licensing and enhances both fairness and efficiency in the certification process.

Thank you for your time and attention to this matter. Please let me know if you require any additional information or clarification.

Sincerely,

Rick Torrance

Contractor Regulations Division Director

Palm Beach County Planning, Zoning & Building

Telephone: (561) 233-5275

Email: rtorranc@pbc.gov



Contractor Regulations
Planning, Zoning & Building
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Office (561) 233-5525

Construction Industry Licensing Board (CILB)

Date: October 2, 2025

To: The Honorable Representative Joseph Casello, Chair

From: Rick Torrance / Contractor Regulations and Palm Beach County CILB Members

Subject: Summary of Special Act Amendments and Proposed Examination Requirement

Introduction

The Palm Beach County Construction Industry Licensing Board (CILB) operates under the authority of the Special Act, originally enacted as Chapter 67,-1876, Laws of Florida, and subsequently amended through multiple legislative sessions. The Act establishes the framework for contractor licensure, board composition, and regulatory authority within Palm Beach County. Its purpose is to safeguard life, health, property, and public welfare by requiring individuals engaged in construction and home improvement to demonstrate competency and qualifications.

Overview of the Special Act

- **Purpose:** Protect public safety and welfare by ensuring contractor competency.
 - **Board Composition:** Eleven members, including licensed contractors across major trades, an architect, an engineer, and a building official, all appointed by the County Commission.
 - **Board Authority:** Adopt and enforce rules, conduct hearings, administer oaths, issue subpoenas, and exercise autonomy in local licensure and discipline.
 - **Certification Requirements:** Contractors must be certified by the Board to operate countywide. Municipalities retain authority over permits, inspections, and fees; however, certification ensures uniform practices across the county.
 - **Special Provisions:** Includes rules for incomplete contracts, municipal exams, and countywide reciprocity.
-

Current Examination and Certification Requirements

- **Examinations (Sec. 5(C)):**
 - At least one exam every three months.
 - Maximum of four attempts per year, with a 60-day waiting period between attempts.
 - Exams are objective and written; oral exams may be permitted for specialty contractors and journeymen.

- Passing score: 75%.
 - **Application Review (Sec. 5(D)):**
 - Upon receipt of a complete application and fee, the Board investigates financial responsibility, credit, education, experience, and business reputation.
 - Approved applicants are then scheduled for examination.
 - Applicants are notified of results within 30 days.
 - **Certification Prerequisites (Sec. 5(F)):**
 - Proof of liability insurance, workers' compensation coverage or exemption, license bond, and payment of fees.
-

Proposed Amendment – Examination Requirement Prior to CILB Review

Purpose: Require applicants to complete and pass the required examination before their application is presented to the CILB.

Rationale:

- **Streamlined Review:** Only qualified applicants advance to CILB review.
- **Reduced Administrative Burden:** Eliminates re-review of unsuccessful candidates.
- **Improved Preparedness:** Encourages applicants to demonstrate competency before entering the licensing process.
- **Faster Licensure:** Successful candidates move directly from CILB review to certification.
- **Consistency and Fairness:** Applies a uniform pre-qualification standard.

Proposed Rule Language (Summary):

- Examinations administered at Board-determined times and locations.
 - Applicants must submit proof of passing the exam with their application.
 - Applications without passing scores are deemed incomplete and not scheduled for CILB review.
 - Specialty contractors and journeymen may fulfill the requirement through an oral exam at the Board's discretion.
-

Conclusion

The proposed amendment aligns Palm Beach County's licensing process with best practices in professional regulation. By requiring passing examinations before CILB review, the Board ensures competency is verified at the outset, strengthens the integrity of the licensing process, reduces administrative workload, and expedites certification for qualified applicants.

BILL

ORIGINAL

YEAR

A bill to be entitled
An act relating to Palm Beach County; amending Chapter
67-1876, Laws of Florida, as amended; revising the
conditions under which an applicant may take a local
contracting certification exam; providing an effective
date.

Be It Enacted by the Legislature of the State of Florida:

**Section 1. Subsection (5) of Chapter 67-1876, Laws of
Florida, as amended, is amended to read:**

Section 5. Certification

. . .

(C) (1) ~~Examinations shall be held at times and places
within the county as the Board determines, but there shall be
offered at least one examination every 3 months. A maximum of
four examinations in a category may be taken in a 12-month
period, but examinations may not be rescheduled until 60 days
have elapsed. Each applicant shall take an objective written
examination about his fitness for a certificate in the category
for which application is made. This shall be a type of
examination for each of the categories which shall apply to the
type of work covered by the certificate applied for. The
examination shall cover knowledge of basic principles of
contracting and construction applicable to the category for
which a certificate is requested. The Board may authorize~~

BILL

ORIGINAL

YEAR

~~applicants for specialty contractors and journeymen certificates to complete the examination requirements by taking and passing an oral examination.~~ Examinations shall be administered at times and locations within the County as determined by the Board. Each applicant must complete an objective written examination that evaluates their qualifications for certification in the category for which they have applied. The examination shall be tailored to the scope of work associated with the requested certificate and shall assess knowledge of contracting and construction principles relevant to that category. At the Board's discretion, applicants for specialty contractor and journeyman certificates may fulfill the examination requirement through an oral examination. An applicant must achieve a passing grade on all required exams prior to being eligible for Board certification.

. . .

(D) ~~Following receipt of the fee and a complete application the Board shall investigate the applicant's financial responsibility, credit reputation, education, experience, and business reputation, and the business reputation of any business agency on behalf of which the applicant proposes to engage in contracting. If the applicant is approved by the Board the applicant shall be notified to appear for an examination. Within 30 days from the date of the examination, tThe Board shall inform the applicant in writing whether or not he has qualified, and, if the applicant has qualified, that it is ready to issue a certificate in the category for which~~

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~~application was made, subject to compliance with the~~
~~requirements of subsection (F) of this section.~~ Upon receipt of
the required fee and a complete application, the Board shall
conduct a review of the applicant's qualifications, including
financial responsibility, credit history, education,
examination, experience, and business reputation. This review
shall also include any business entity the applicant represents
in contracting activities. If the applicant meets preliminary
qualifications, the Board shall notify the applicant to appear
for the required examination. Suppose the applicant achieves a
passing score and satisfies all other requirements. In that
case, the Board shall confirm readiness to issue the appropriate
certificate, subject to compliance with any additional
provisions outlined in subsection (F).

Section 2. This act shall take effect upon becoming a law.

HOUSE OF REPRESENTATIVES
LOCAL BILL ECONOMIC IMPACT STATEMENT FORM

Read all instructions carefully.

House local bill policy prohibits a local bill from being considered by a committee or subcommittee without an Economic Impact Statement. This form must be prepared by an individual who is qualified to establish fiscal data and impacts and has personal knowledge of the information given (for example, a chief financial officer of a particular local government) and include information for the first two full fiscal years after the effective date of the local bill. Please file this completed form with the Clerk of the House as soon as possible after a bill is filed. Additional pages may be attached as necessary.

BILL #:

SPONSOR(S): Chairmen, Snyder & Edmonds

RELATING TO: Chapter 67-1876, Laws of Florida

[Indicate Area Affected (City, County or Special District) and Subject]

☐ **Check if this is a revised Economic Impact Statement**

I. REVENUES:

These figures are new revenues that would not exist but for the passage of the bill. The term "revenue" contemplates, but is not limited to, taxes, fees, and special assessments. For example, license plate fees may be a revenue source. If the bill will add or remove property or individuals from the tax base, include this information as well.

	<u>First FY</u>	<u>Second FY</u>
Revenue decrease due to bill:	\$ <u>0</u>	\$ <u>0</u>
Revenue increase due to bill:	\$ <u>0</u>	\$ <u>0</u>

II. COST:

Include all costs, both direct and indirect, including start-up costs. If the bill repeals the existence of a certain entity, state the related costs, such as satisfying liabilities and distributing assets.

Expenditures for Implementation, Administration, and Enforcement:

<u>First FY</u>	<u>Second FY</u>
\$ <u>0</u>	\$ <u>0</u>

Please include explanations and calculations regarding how each dollar figure was determined in reaching total cost.

The proposed legislation will have no direct or indirect financial costs to Palm beach County ,the State of Florida, or its residents. Implementation of this measure does not require additional funding, staffing, or resources beyond those already in place. The change is administrative in nature and is intended to streamline existing processes, reduce duplicate reviews, and improve efficiency. As such, it is expected to result in neutral or positive fiscal impacts, with potential long-term savings through reduced administrative workload and improved processing times.

III. FUNDING SOURCE(S):

State the specific sources from which funding will be received, for example, license plate fees, state funds, borrowed funds, or special assessments.

If certain funding changes are anticipated to occur beyond the following two fiscal years, explain the change and at what rate taxes, fees, or assessments will be collected in those years.

	First FY	Second FY
Local:	\$ 0	\$ 0
State:	\$ 0	\$ 0
Federal:	\$ 0	\$ 0

IV. ECONOMIC IMPACT:

Potential Advantages:

Include all possible outcomes linked to the bill, such as increased efficiencies, and positive or negative changes to tax revenue. If an act is being repealed or an entity dissolved, include the increased or decreased efficiencies caused thereby. Include specific figures for anticipated job growth.

1. Advantages to Individuals:

This adjustment ensures that competency is verified before the Board considers application, thereby strengthening the integrity of the licensing process.

2. Advantages to Businesses:

Applicants benefit from a more efficient process, as only those who have demonstrated the required knowledge and skills advance to CILB review.

3. Advantages to Government:

The change is administrative in nature and is intended to streamline existing processes, reduce duplicate reviews, and improve efficiency.

Potential Disadvantages:

Include all possible outcomes linked to the bill, such as inefficiencies, shortages, or market changes anticipated. Include reduced business opportunities, such as reduced access to capital or training. State any decreases in tax revenue as a result of the bill.

1. Disadvantages to Individuals:

There are no foreseeable disadvantages to individuals as a result of this adjustment.

The change simply ensures applicants demonstrate competency prior to Board review, streamlining the process without creating additional burdens.

2. Disadvantages to Businesses:

There are no foreseeable disadvantages to businesses as a result of this adjustment.

The change simply streamlines the licensing process and reduces duplicative reviews without imposing additional requirements or costs.

3. Disadvantages to Government:

There are no foreseeable disadvantages to government as a result of this change.

The adjustments are administrative in nature, requires not additional resources, and is expected to improve efficiency without creating new obligations or costs.

V. DESCRIBE THE POTENTIAL IMPACT OF THE BILL ON PRESENT GOVERNMENTAL SERVICES:

The proposed adjustment will have no adverse impact on present governmental services. The changes is administrative in nature and can be implemented within existing structures and resources. By streamlining the review process and reducing duplicative efforts, the adjustment is expected to enhance efficiency and improve service delivery without requiring additional staffing, funding, or operational changes.

VI. SPECIFIC DATA USED IN REACHING ESTIMATES:

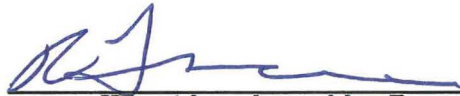
Include the type(s) and source(s) of data used, percentages, dollar figures, all assumptions made, history of the industry/issue affected by the bill, and any audits. The estimates are based on administrative review of current licensing workflow's and application processing data. Analysis of duplicate reviews, unsuccessful applications, and staff workload demonstrates that the proposed adjustment will streamline operations without creating additional costs. No direct or indirect financial costs were identified, and the change can be implemented within existing resources and staffing levels.

VII. CERTIFICATION BY PREPARER

I hereby certify I am qualified to establish fiscal data and impacts and have personal knowledge of the information given. I have reviewed all available financial information applicable to the substance of the above-stated local bill and confirm the foregoing

Economic Impact Statement is a true and accurate estimate of the economic impact of the bill.

PREPARED BY:


[Must be signed by Preparer]

Print preparer's name:

Rick Torrance

October 7, 2025

Date

TITLE (such as Executive Director, Actuary, Chief Accountant, or Budget Director):

Contractor Regulations Director

REPRESENTING:

Construction Industry Licensing Board

PHONE:

561-233-5275

E-MAIL ADDRESS:

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