



# Construction Trades Qualifying Board

## APPLICATION FOR INACTIVE STATUS

### APPLICATION FEES

INACTIVE STATUS FEE..... \$ 150.00

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**MAKE CHECK PAYABLE TO MIAMI-DADE COUNTY  
REFUNDS NOT APPLICABLE FOR INACTIVE STATUS**

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### APPLICATION SUBMITTAL

Return this application and all supporting documents by mail to the Miami-Dade County Building and Neighborhood Compliance Department, Contractor Licensing, 11805 S.W. 26 Street, Room 207, Miami, FL 33175-2474. You may also hand deliver documents to Contractor Licensing located on the 2nd floor of the same building. If you have questions, please contact one of the following Contractor Licensing staff at (786) 315-2880.

Licensing Clerk  
Licensing Clerk  
Licensing Clerk  
Licensing Clerk  
Licensing Clerk  
Licensing Clerk  
Supervisor

Valease Spann  
Lourdes Maytin  
Karen Jackson  
DaShawn Williams  
Rafaela Castellon  
Melinda Thomas  
Shirley Brown

\*For Engineering categories, return application and all supporting documents to the Public Works Department at 111 NW 1<sup>st</sup> Street, Suite 1510, Miami, FL 33128. For further information call (305) 375-2705.

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### FILING DATE

The completed application along with the supporting documents as required with the fee must be received at least thirty (30) calendar days before the next scheduled CTQB meeting.

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# **CHECKLIST**

## **Personal Application**

- Copy of Drivers License**
- Copy of Social Security Card**
- Passport Size Photograph**
- Reference Letter from a Licensed Contractor**
- Completed Application(s) Signed & Notarized**
- Fee(s)**
- Personal Credit Report (Equifax or Experian)**

## **Business Application**

- Articles of Incorporation**
- Completed Application(s) Signed and Notarized**
- Fee(s)**
- Business Credit Report  
(Dun & Bradstreet, Experian or TranUnion)**

**\*INCOMPLETE APPLICATIONS WILL BE RETURNED\***