



CONSTRUCTION TRADE LICENSING BOARD

July 7, 2025

2:00 PM

Administration Building,
4th Floor, BCC Meeting Room, 477 Houston Street,
Green Cove Springs, FL 32043

Call to Order

Approval of Minutes

Construction Trade Licensing Board Meeting Minutes April 7, 2025.

Public Comment

New Business

1. Licensure By Endorsement
Accepting Out of State Licensed Contractors to Clay County Licensed Contractors.
2. Examples of Approved & Denied Applications for Training Purposes
3. Discipline Policy

Old Business

Public Comment

Adjournment

In accordance with the Americans with Disabilities Act, any person needing a special accommodation to participate in this matter should contact the Clay County ADA Coordinator by mail at Post Office Box 1366, Green Cove Springs, FL 32043, or by telephone at number (904) 269-6347 no later than three (3) days prior to the hearing or proceeding for which this notice has been given. Hearing impaired persons can access the foregoing telephone number by contacting the Florida Relay Service at 1-800-955-8770 (Voice), or 1-800-955-8771 (TDD).



Agenda Item
CONSTRUCTION TRADE LICENSING BOARD

Clay County Administration Building
Monday, July 7 2:00 PM

TO: DATE:

FROM:

SUBJECT:

AGENDA
ITEM
TYPE:

ATTACHMENTS:

Description	Type	Upload Date	File Name
Construction Trade Licensing Board Meeting Minutes April 7, 2025	Backup Material	6/27/2025	Construction_Trade_Licensing_Board_Meeting_Minutes_4.7.25.ADA.pdf



CONSTRUCTION TRADE LICENSING BOARD MEETING MINUTES

April 7, 2025

2:00 PM

Administration Building,
4th Floor, BCC Meeting Room,
477 Houston Street,
Green Cove Springs, FL 32043

Call to Order

Present: Wendell Hall, Chairman

Absent: Ellie Hunt
Lesley Davidson
Joe Wiggins
Kenneth Vogel

Staff Present: Pat McQuiston – Ex Officio Board Member
Steve Schoeff – Building Official

Chairman Wendell Hall called the meeting to order at 2:02 pm.

Approval of Minutes

Construction Trade Licensing Board Meeting Minutes January 6, 2025

Due to the lack of a quorum, there was no vote for the minutes.

Public Comment

There was no public comment.

New Business

1. Construction Trade Licensing Protocols

Due to the lack of a quorum, there was only a general conversation regarding application submittal and the possibility of the sponsorships/provisions for endorsing applicants with experience and qualifications.

There were questions and discussions regarding the requirement to take exams, experience, Florida Law and Rules exam, ordinance change for language and updates, transfer of applicants - out of state vs. in-state license, application review, the number of active registered contractors - 8,000, workflow for the staff and applicants having hands-on experience.

Old Business

There was no old business for discussion.

Public Comment

There was no public comment.

Adjournment

Hearing no further business, Chairman Wendell Hall adjourned the meeting at 2:28 pm.

Attest:

Committee Chairman

Recording Deputy Clerk



Agenda Item
CONSTRUCTION TRADE LICENSING BOARD

Clay County Administration Building
Monday, July 7 2:00 PM

TO:

DATE:

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SUBJECT:

Accepting Out of State Licensed Contractors to Clay County Licensed Contractors.

AGENDA ITEM TYPE:

BACKGROUND INFORMATION:



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