



COLUMBIA COUNTY BUILDING DEPARTMENT

135 NE Hernando Ave, Suite B-21, Lake City, FL 32055

Phone: 386-758-1008 Fax: 386-758-2160

Reciprocity Letter Requirements for Columbia County, Florida

Columbia County Building Department
135 NE Hernando Ave., Suite B-21
Lake City, FL 32055
PH: 386-758-1008

Those persons who have taken a registered exam for a particular trade prepared, proctored and administered by one of these testing authorities and having a passing grade of 75% or higher.

Approved testing centers:

Prometric / Thomson Prometric / Thomson Assessments / Exporior
(Block & Associates / H & H Block & Associates) / Pearson VUE /
Professional Testing Inc.

1. Shall furnish an **original** Reciprocity letter on county letterhead from the applicants sponsoring county and must have been administered by the above testing center.
2. Provide a copy of the test scores indicating the type of test, including the date taken.
3. Provide complaint history within the past five years and if the applicant is currently in good standing with your department.
4. Letter should be signed by an authorized representative of the jurisdiction.
5. Must complete the Columbia County Registered Contractor Application and provide the required documents and fees.

*Columbia County only honors Master license types, not journeyman licenses.