



RULES AND REGULATIONS

Revised/Effective as of 10/27/25

Per Chapter 67-1876, Special Act,
Laws of Florida, as amended, Section 3(F) (Rev. 6/14)

1. Applications:

(A.) The Construction Industry Licensing Board (hereinafter, "Board") of Palm Beach County will act upon all applications at regularly scheduled meetings, including applications to sit for an exam, activate certificates, reinstate, reciprocate, re-qualify or qualify additional firms; and change a company name. (10/24/88. Rev 11/91, 1/13, 5/23/16)

(B.) The 1st Friday of each month is the deadline for filing a complete application for staff review and recommendation to be acted upon at the next scheduled board meeting. Additionally, all requests for inclusion on the agenda of a regularly scheduled meeting must be received in writing by the first Friday of the month. Any exceptions must be approved by the Director or authorized designee. (Rev. 11/91, 1/22/01 , 1/13)

(C.) An application which is found to contain false information, a material misstatement or misrepresentation shall be denied by the Director, or authorized designee, and the applicant shall not be allowed to submit a new application for 12 months. (Eff. 6/14)

(D.) Failure to submit any of the items required by the Board in the application or additional information related to the application within forty-five (45) days from date the additional information is requested will deem the application incomplete and is grounds for denial by the Director. (Rev. 10/88, 5/23/16)

(E.) An applicant may withdraw an application prior to Board review provided that a written request is submitted at least two (2) business days (excluding government holidays) prior to the meeting at which time the application is to be considered. If the application is timely withdrawn, the applicant is entitled to a 50% refund of completed application fees. Once an application has been reviewed by the Board refunds will not be considered. (1/22/01, 1/13, 5/23/16)

(F.) Applicants whose applications have been Board approved will have 13 months from date of approval to meet the remaining licensing requirements. Thereafter, the application becomes null and void. (Eff. 5/23/16)

2. Reciprocity:

(A.) The Director is authorized to establish reciprocity with any County or Municipality within the state of Florida that uses an independent testing agency, approved by this Board, to prepare, administer, proctor and grade all examinations provided the applicant achieve a minimum passing grade of 75 % percent. (Rev. 2/22/93)



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- (B.) Applicants seeking reciprocity must demonstrate the following:
- (1) Trade experience must be equal or greater than the required trade experience for Palm Beach County;
 - (2) Examination results in the originating jurisdiction must have been based on a minimum score of 75% on both the Trade test and Business and Law test;
 - (3) The scope of work must be equal to or substantially similar to the Palm Beach County Standard with little or no variation, as determined by the Director; and
 - (4) Current licensure in the jurisdiction from which reciprocity is being requested. (Rev. 10/88, 1/13, 5/23/16)

(C.) During the declaration of emergency by the Governor, temporary reciprocity may be granted to active contractors from other Florida counties meeting established requirements. Such temporary reciprocity will be in effect for 90 days then requires standard reciprocity by the Board. Temporary emergency reciprocity may be rescinded by staff upon receipt of valid complaints not immediately resolved. (Rev. 1/13, 5/23/2016)

3. Experience:

To qualify for a Certificate of Competency, applicants must demonstrate verifiable trade experience in the specific category for which licensure is sought. Documented experience shall consist of verifiable, adequate “hands-on” field experience and/or direct supervision in the applied trade, demonstrating practical trade knowledge, installation skills, and familiarity with materials necessary for licensure. Verification shall be provided by a building official, architect, engineer, or licensed contractor, attesting to the applicant’s time worked and the scope of work performed (Rev. 10/27/25)

The following requirements apply:

(A.) Acceptable Documentation (Eff. 10/27/25)

Applicants are required to submit the following:

1. W-2 Wage Statements reflecting employment in the applicable trade and business entity
2. Employment Verification Form, signed and notarized by a qualifying agent with a valid state-certified or local construction license
3. Copy of the qualifying agent’s government-issued photo ID
4. Copy of the qualifying agent’s active construction license (state-certified or locally issued)

(B.) Out-of-State Experience (States Without Construction Licensing Requirements) (Eff. 10/27/25)

If an applicant’s experience was obtained in a state that does not issue construction licenses, such experience will only be considered when submitted with the following supporting documentation:

1. A notarized affidavit from the supervising party

2. W-2 Wage Statements reflecting employment in the applicable trade and business entity
3. Three notarized reference letters from out-of-state contractors or building officials, each attesting that the applicant meets the minimum years of experience required for the applied trade
4. A documented project history demonstrating continuous experience as required in the respective trade, with each project supported by permit and inspection records, accompanied by a notarized affidavit under the company name and qualifying agent.

(C.) Experience Criteria (Eff. 10/27/25)

1. Minimum required years of experience must include at least 50% in a supervisory role
2. Relevant college coursework may be considered toward experience requirements
3. International hands-on experience will not be considered (Eff. 5/23/16)
4. Experience obtained solely under a technical certification is not acceptable to apply for a contractor or journeyman certificate of competency (Eff. 6/17)

4. Education:

(A.) All applicants seeking certification are required to pass an objective examination covering the principles of contracting and construction relevant to their trade category. At the Board's discretion, contractor and journeyman applicants are required to satisfy this requirement by completing a Board-approved, third-party proctored examination. A minimum passing score of seventy-five percent (75%) is required. Applicants must successfully complete the required examination prior to submitting their application for consideration by the Board. Proof of a passing score must accompany the application; any application submitted without such documentation will be deemed incomplete and will not be scheduled for Board review. Applicants may test for the examination at any time, and examination records will remain valid indefinitely, provided all established testing requirements are maintained in accordance with Special Act Section 5(C).(Rev. 2/94, 1/13, 5/23/16, 10/27/25).



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(B.) When education equivalency is accepted in lieu of experience (for one-half of the required experience requirement), the applicant must provide:

- (1) Evidence that the course was related to the construction trade for which the applicant seeks licensure;
- (2) Evidence that the course was taken at an accredited school;
- (3) An official school transcript demonstrating completion of course with a passing grade; and
- (4) A description and duration of the course. (Rev. 5/23/16)

(C.) Continuing Education:

14 hours of Board-approved continuing education is required for each 2-year period prior to the renewal of certification for active and inactive contractors (excluding journeyman and technicians). Courses must be taken by a Board approved certified training provider. Approved certified training providers include those providers certified by: the Florida Construction Industry Licensing Board (FL CILB); Florida Board of Professional Engineering (FBPE); Florida Board of Architecture and Interior Design (BOAID); Building Code Administrators and Inspectors (BCAIB); and Electrical Contractors Licensing Board (ECLB). The Director may designate other providers as approved certified training providers if the Director is satisfied that the provider credentials are equivalent to those of the listed approved certified training providers. Certificate(s) evidencing completion of required continuing education shall be submitted with any renewal of certification for a certified contractor, beginning with the September 30, 2019 licensure renewal period. Thereafter, proof of the 14-hour continuing education courses must be submitted with each renewal period.

The 14 hours of continuing education must include:

A one-hour course on each of the following five topics:

- Advanced Building Code;
- Business Practices;
- Laws and Rules;
- Workers Compensation;
- Workplace Safety/OSHA; and
- General courses in any construction trade.

Any person who holds more than one certificate issued by the Board is required to complete the continuing education requirement only once during each two-year certification renewal period. (Adpt. 7/16, Eff. 10/17, Rev. 10/28/19)

(D.) Education outside the United States (International) will be considered on a case-by- case basis. (Eff. 5/23/16)

5. Financial Responsibility:

(A.) For purposes of this rule, the phrase "financial responsibility" is defined as the ability to safeguard that the public will not sustain economic loss resulting from the contractor's inability to pay his lawful obligations under the contract. (10/24/88, Rev. 6/14, 5/23/16)



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(B.) An applicant is required to meet the following Net Worth requirements for his or her trade:

- (1) General, Building, and Residential: \$20,000;
- (2) Carpentry, Demolition, Electrical, HARV, Plumbing, Roofing, Pre-Stressed Concrete Erection, Structural Steel, Swimming Pool Construction, Underground Utilities: \$10,000;
- (3) Marine: \$5,000;
- (4) All Other Categories/Specialty Contractors: \$2,500. (Rev. 1/13, 5/23/16)

(C.) Net Worth shall be defined as having a minimum of 50% percent in cash, (half can be in fixed assets and half in cash) and shall be verified by a recent bank statement or bank letter (for a newly formed company only). (Rev. 1/13, 5/23/16)

6. Credit Reputation:

(A.) Credit reports are required on the individual or individuals in the case of new, un-established sole proprietorships, or partnerships (such as Inc, LLC, etc.) and will be valid for a 90-day period from date of issuance. (10/24/88, Rev. 11/91, 5/23/16)

- (1) Applications to re-qualify or transfer an existing certificate of competency will include credit reports on the person and firm presently listed on the certificate and on the new firm. Applications for newly established entities or un-established corporations less than 6 months old require credit reports on each officer.
- (2) Applications by well-established businesses and corporations are to be accompanied by credit reports on the firm and on the qualifying agent.
- (3) Applicants who qualify additional firms must include credit reports on all other firms qualified and the principals of the new firm. The qualifying agent must appear at the meeting at which the application is to be considered.
- (4) All credit reports received are to be original credit reports from a nationally recognized credit bureau. Public records pertaining to judgments, bankruptcies and tax liens must be searched and results noted on the credit report.
- (5) Credit reports on other officers, owners, directors or on firm(s) the applicant, officer, owner or director previously owned operated or qualified may be required by the Director and/or the Board.

(B.) Credit Scores: Applicants with a credit score of 660 or higher meet the minimum credit reputation requirements for licensure. Applicants with a credit score between 580 to 659, must pass a Florida CILB approved 14-hour financial responsibility course and provide certification at time of application to meet credit reputation requirements for licensure; failure to do so will render the application incomplete. Applicants with a credit score below 580 or with no credit history do not meet the minimum credit reputation requirements for licensure and the application will be administratively denied by the Director. Unless otherwise prohibited by these Rules or the Special Act, the applicant may apply for licensure to the Board again once the credit score is 580 or above. (Eff. 1/16 Rev. 5/23/16)



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- (C.) The existence of an unsatisfied court judgment, lien or a lawsuit against a business entity that an applicant previously qualified as a primary qualifier or the applicant has applied to qualify may be grounds for denial of an application by the Board. (Rev. 6/14, 5/23/16)

7. Criminal Record:

- (A.) Criminal Background Checks: are to demonstrate that the applicant is of good moral character and is fit for licensure. The applicant must submit to a Level 2 criminal background check conducted by the Florida Department of Law Enforcement and the Federal Bureau of Investigation. The cost of the criminal background check is to be covered by the applicant.

If the applicant is found to have a criminal background, the Board may deny issuance of a certificate of competency based upon:

- (1) the relationship of the crime to contracting;
- (2) the severity of the crime; or
- (3) the potential for public harm.

However, the Board may consider as mitigating factors:

- (1) the length of time since the commission of the crime; and
- (2) evidence of rehabilitation of the applicant.

The Board may not deny licensure to an applicant based solely upon a conviction or the applicant's failure to provide proof of restoration of civil rights. In determining the issuance of re-certification the Board may require the licensed contractor (active and inactive) to submit to a criminal background check. (Eff. 10/15 Rev. 5/23/16, 10/28/19).

8. Business Organizations:

- (A.) Names of business organizations qualified through the Board shall not contain any wording, which may be misleading to the public. (Rev. 1/93, 5/23/16)

- (B.) Principal Stockholder: For the purposes of this Board, Principal Stockholder as set forth in Section 6(D), of the Special Act shall mean one who owns the majority of outstanding stock issued by the subject company. Principal stockholder ownership claims must be accompanied by official supporting evidence demonstrating majority or more ownership of the company, as deemed appropriate by the Director such as:

- (1) A notarized sworn affidavit by applicant attesting to majority ownership, at all times since application was filed with the County to become qualified to certify the company through the date of this affidavit, that the applicant has continued to own a majority share of the company, and that applicant acknowledges that if at any time in the future he/she no longer owns a majority share of the company he/she will no longer meet the minimum requirements to be the qualifier for this company (as his/her 2nd qualified company) and that he/she shall notify the Director of the Contractors Certification Division immediately.
- (2) Incorporation documents filed with the Florida Secretary of State establishing the entity and explaining the ownership distribution.
- (3) An Operations Agreement. (Eff. 2/94, Rev. 1/06, 5/23/16)



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(C.) Contractors are required to maintain the following at all times during active licensure and are required to maintain on file with the Board:

- (1) Insurance: minimum insurance coverage for all contractors in all classifications is to be \$100,000/\$300,000 general liability and \$10,000 property damage;
- (2) Surety bond in the amount of \$2,000 to be used to repair damage done to government infrastructure, that runs concurrently with the licensing year, or years;
- (3) Worker's compensation insurance or an accepted certificate of exemption as provided by law;
- (4) Business tax receipt; and
- (5) Proof of State registration, (if applicable).

In the event the contractor fails to maintain and file with the Board the above-referenced documentation up to date, the Board may at its discretion impose citations, fines, disciplinary proceedings including but not limited to license revocation and criminal prosecution. (Rev. 11/91, 1/06, 5/23/16)

9. Records:

(A.) Retention period for all records shall be as established by the Records Retention requirements of Palm Beach County and/or the State of Florida, as applicable. (Rev. 11/91)

10. Authority:

(A.) The Board shall approve the examining agency(s) that prepare(s), administer(s), proctor(s) and grade(s) all contractors' examinations. (Rev. 2/93, 5/23/16)

(B.) The Board may consider certification applications from persons who have not had their civil rights restored. (Rev. 01/16)

(C.) Except as provided in Section (3) (F) of the Special Act, the Board may provide public notice that a public hearing is held by acceptable means of communication other than publication in a newspaper. (Eff. 5/23/16)

(D.) The Board may provide advisory opinions on matters within its jurisdiction per the Special Act to resolve, clarify, or interpret statutory provisions, rules, and regulations. A person or an entity representative seeking a Board advisory opinion must submit such request in writing to the Director or his/her designee via a Petition for Declaratory Statement form provided by Contractors Certification Division staff. The request must outline clearly the matter on which the person or an entity representative is seeking an advisory opinion and must include any relevant information, the basis for seeking an advisory opinion, any pertinent statutes and laws, and a detailed summary of the facts in support of the advisory opinion. Any request for an advisory opinion will be scheduled pursuant to Board Rules and Regulations as they pertain to monthly agenda deadline dates. The Director or designee has the authority to determine if a request for an advisory opinion is appropriate for submission to the Board. (Eff. 10/28/19)



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- (E.) As provided by the Special Act, Section 3(H), the position of Hearing Officer is hereby established. The Board may select one of its own members to serve as Hearing Officer or may select a Hearing Officer approved by the Board of County Commissioners pursuant to Article 2.G.3.G Unified Land Development Code. The time of the hearing shall be determined by the Hearing Officer, at his/her convenience. (Rev. 1/06)

- (F.) The Director, or authorized designee, shall have the authority to deny the processing of any application for examination, reciprocity, change of status or reinstatement, where such application and the supporting documentation is incomplete or does not meet Palm Beach County licensure requirement.-The criteria used in determining the incomplete status shall be that provided for in the Special Act or the adopted Rules and Regulations of the “Board”. (Rev. 11/91, 1/06, 5/23/16, 10/28/19)

- (G.) The Director, or authorized designee, is authorized to make decisions concerning investigations, certificate holder renewals, Standards for Certified Categories, Special Act interpretations and on the Rules and Regulations and the Ordinances. A person or an entity representative shall have the right to appeal any such decision or any decision of the Director to deny an application. Such appeal shall be in writing and shall be submitted to the Director within 10 days of the Director’s decision, setting forth the specific criteria the person or entity representative disagrees with. Any written appeal will be scheduled pursuant to Board Rules and Regulations as they pertain to monthly agenda deadline dates. (Rev. 11/91, 1/06, 5/23/16, 10/28/19)

- (H.) The Director or authorized designee on behalf of the Board shall have the authority pursuant to Section 11(A) of the Special Act to investigate the action of any certified contractor or journeyman and commence disciplinary proceedings before the Board. (Rev. 1/22/01, 10/28/19)

11. Fee Schedule: (10/85, Rev. 11/85, 1/89, 10/91, 2/22/93,10/95, 6/01, 1/06, 1/08, 1/13, 6/16, 4/24/17)

| Applications types: | | Application Review Fee | Application Completion Fee | Total Application Fees |
|------------------------------------------|------------|------------------------|----------------------------|------------------------|
| Certificate of Competency: | Contractor | \$225.00 | \$225.00 | \$450.00 |
| | Journeyman | \$50.00 | \$50.00 | \$100.00 |
| | Technician | \$50.00 | \$50.00 | \$100.00 |
| Reciprocity: | Contractor | \$225.00 | \$225.00 | \$450.00 |
| | Journeyman | \$50.00 | \$50.00 | \$100.00 |
| Activate an Expired Certificate: | | \$225.00 | \$225.00 | \$450.00 |
| Change of a Company Name: | | \$225.00 | \$225.00 | \$450.00 |
| Reinstate an Expired Certificate: | Contractor | \$225.00 | \$225.00 | \$450.00 |
| | Journeyman | \$50.00 | \$50.00 | \$100.00 |
| | Technician | \$50.00 | \$50.00 | \$100.00 |
| Qualify a Second Company or Corporation: | | \$250.00 | \$250.00 | \$500.00 |



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| Licensing Renewal Fees: | |
|------------------------------------------------------|----------|
| Active Unlimited & Limited Contractors Certificate | \$250.00 |
| Inactive Unlimited & Limited Contractors Certificate | \$150.00 |
| Journeyman Unlimited & Limited Certificate | \$50.00 |
| Technician Certificate | \$50.00 |
| Late Renewal of Certification: (accrued monthly) | |
| Contractor | \$25.00 |
| Journeyman/Technician | \$5.00 |

| Administrative Application Fees: | |
|----------------------------------------------------------|----------|
| Adding a d/b/a (doing business as) or/ a fictitious name | \$50.00 |
| Replacement of a lost certificate | \$50.00 |
| Revision to an application in progress | \$150.00 |
| Reciprocity letter | \$75.00 |
| Search of Board records letter | \$75.00 |
| Late processing renewal for insurances/bonds | \$10.00 |
| Transfer of a Technical Certification | \$50.00 |

- Fees are non-refundable.
- County Unlimited Trades and Technicians are renewed every two (2) years on odd years.
- Journeyman, Journeyman Limited and Limited Trades are renewed every two (2) years on even years.
- State contractor enhanced enrollments are renewed in accordance with the state licensure expiration.

12. Violation/Disciplinary Fines:

(A.) Payment Plans:

The Section Director may approve fines to be paid on a payment plan if a lien has not yet been filed. The following conditions shall apply:

- (1) This option will be offered to first-time offence respondents only;
- (2) Upon issuance of a citation, the respondent is to cease and desist any unlicensed activity. Continuance of unlicensed activity forfeits the payment plan;
- (3) Twenty percent of the total fine amount must be paid upon execution of the approved payment plan;
- (5) Remaining balance of fines due is payable within six (6) months;
- (6) Payments due to be equally divided within the six (6) month period and by the 5th date of each month. Payment in full can be made at any time without penalty;
- (7) Upon non-compliance with the payment plan, the payment plan shall be revoked.



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13. Hearing Procedures:

- (A.) The general procedure for hearings before the Board and the Hearing Officer shall be in such form as shall be approved by the office of the County Attorney and each party shall have the following rights:
- (1) To call and examine witnesses;
 - (2) To introduce exhibits;
 - (3) To cross-examine opposing witnesses on any relevant matter even though the matter was not covered under direct examination;
 - (4) To impeach any witness regardless of which party first called him to testify; and
 - (5) To rebut the evidence.
- (B.) Any interested party or person may make application and upon good cause shown may be allowed by the Board to intervene and appear in a proceeding pending before the Board.
- (C.) A hearing may be held upon giving no less than ten (10) days' notice to the respondent. (Rev. 10/28/19)
- (D.) If the contractor does not testify in his/her own behalf, he/she may be called and examined as if under cross examination. (Rev. 1/22/01)
- (E.) The Board members and its attorney may also recall all witnesses and ask questions relevant to the alleged violations.
- (F.) At the end of the hearing, each party shall have five (5) minutes for a closing statement. The Chairman shall close the hearing and the Board will go into deliberation after which a decision will be rendered. No further testimony or party will be heard. (Rev. 1/13)
- (G.) All hearings shall be open to the public. (Rev. 1/01)
- (H.) Notice and Service of Process for Hearings: (10/24/88, Rev. 1/22/01*)
- (1) Notice of Hearings or proceedings before the Board or the Hearing Officer shall incorporate and set out the following:
 - a) The name of the complainant if other than the Board;
 - b) The name of the respondent;
 - c) The nature of the hearing or proceeding;
 - d) The time, date and place of the hearing or proceeding;
 - e) A statement that "failure to attend may result in an order being issued adverse to your interests;"
 - f) That all parties may be represented by counsel;



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- g) That all parties shall be given an opportunity to present witnesses and evidence in support of their position;* (1/22/01) and
 - h) A statement that “if any person decides to appeal any decision made by the Board with respect to any matter considered at the hearing, he/she will need a record of the proceeding, and that, for such purpose he/she may need to ensure that a verbatim record of the proceeding is made, which record includes the testimony & evidence upon which the appeal is to be based”.*(1/22/01)
 - (2) All notices, including, but not limited to complaints, notices of violations and other pleadings, required by the Special Act shall be served by: (Rev. 1/06*, 1/13**)
 - a) Hand delivery to the respondent’s usual place of residence with someone in the family older than fifteen years of age and informing the person of the contents of the notice;*(1/06)
 - b) Hand delivery to a person in charge if service is being made upon a business organization; or
 - c) Certified mail, return receipt requested.
 - d) When a person cannot be served by hand delivery or certified mail and after a diligent search and inquiry, then service is sufficient if made by publication of the notice of hearing in a newspaper of general circulation in Palm Beach County 20 days prior, once a week for two consecutive weeks.** (1/13)
 - (3) Service of notices by hand delivery shall be made by an officer authorized to serve process under the laws of the State of Florida or by an authorized staff employed by the Contractor Certification Division, proof of service will be via a sworn affidavit. (Rev. 1/06)
- (I.) Evidence:
- (1) Irrelevant, immaterial or unduly repetitious evidence may be excluded by the Chair of the Board, or Hearing Officer but all other evidence of a type commonly relied upon by reasonable, prudent persons in the conduct of their affairs shall be admissible, whether or not such evidence would be admissible in a trial in the courts of Florida. Any part of the evidence may be received in written or other form(s) as allowable by law. All testimony of parties and witnesses shall be made under oath. Hearsay evidence may be used for the purpose of supplementing or explaining other evidence, but it shall not be sufficient in itself to support a finding unless it would be admissible over objection in civil actions. (Rev. 1/13)
 - (2) Documentary evidence may be received in the form of a copy or excerpt if the original is not readily available. Upon request, parties shall be given an opportunity to compare the copy with the original.
 - (3) A party shall be permitted to conduct cross-examination when testimony is taken or documents are made a part of the record.
 - (4) The rules of privilege shall be effective to the same extent that they are now or hereafter may be recognized in civil actions.



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- (5) The Board or Hearing Officer shall insure that a full record of the hearing is preserved, which record shall be public and open to inspection and transcription by any person.
- (6) The office of the County Attorney shall represent the Board and advise it as to the propriety and admissibility of evidence presented at a hearing before the Board. (Rev. 10/24/88)

14. Orders of the Board:

- (A.) A decision by the Board to take disciplinary action as provided in Section 11 of the Special Act or to impose an administrative fine must be based upon “clear and convincing” evidence. A preponderance of the evidence standard will be used in all other matters. Clear and convincing is evidence that is precise, explicit, lacking in confusion and of such weight that it produces a firm belief or conviction without hesitation, about the matter at issue. (Rev. 6/14, 10/28/19)
- (B.) If, at the conclusion of a hearing, the Board orders dismissal of the complaint and finds that the person complained against has not violated a provision of the code or laws or regulations of Palm Beach County, its municipalities or the State of Florida, then the Board shall so state and issue its order dismissing the complaint. (10/24/88)
- (C.) To establish a cause of action under this article, the code or the laws of regulations of the State of Florida, it need not be shown that any person was actually injured.
- (D.) The Board shall retain jurisdiction over the parties to an action for a period of thirty (30) days and may modify or set aside its order at any time within thirty (30) days after the rendition of the order by rehearing upon its own motion or motion of an interested party when such rehearing is justified and is in the interest of the public. (Rev. 1/01)
- (E.) An order, decision or opinion of the Board may be appealed as provided by law in the Circuit Court in and for Palm Beach County, Florida, by any party receiving an adverse ruling from the Board. (Rev. 1/01)

15. Initiation of Lawsuits on Behalf of the Board:

- (A.) Prior to initiating a lawsuit in the name of the Board, the Attorney for the Board shall place on the agenda of the next Board meeting a request to authorize the lawsuit. The litigation shall not commence unless a majority of the Board members present at the meeting vote to authorize the lawsuit.

Staff may, however, initiate a lawsuit in the name of the Board in those instances where it is determined by both the Director and the Attorney for the Board that timeliness is crucial to the protection of the public health, safety or welfare. In such instances, the Director shall apprise the Board of the action taken and the circumstances dictating immediate action at the next regularly scheduled meeting of the Board. (Rev. 12/92)



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16. Miscellaneous:

(A.) If a licensed contractor is unable to fulfill his or her duties and responsibilities established by the license, Florida Statutes and Special Act, Chapter 67-1876, as amended because of illness, incarceration, or other incapacity, the Board or Hearing Officer shall have the authority, pursuant to Section 11 of Special Act, Chapter 67-1876 as amended, to take appropriate action. The Board or Hearing Officer shall hold a hearing and comply with the notice and hearing procedures set forth in these Rules and Regulations. In any action taken by the Board or Hearing Officer to suspend a license for the period of incapacity or incarceration, the Board or Hearing Officer may establish the grounds to remove suspension and delegate to the Director the authority to remove the suspension upon fulfillment of such conditions. (Rev. 1/06)

(B.) In the event that there are any conflicts between the Special Act and the Rules and Regulations of Palm Beach County, the Special Act will prevail. (Eff. 5/23/16)

AMERICAN DISABILITIES ACT (ADA) INFORMATION:

IN ACCORDANCE WITH THE ADA ACT, THIS DOCUMENT MAY BE REQUESTED IN AN ALTERNATE FORMAT. CONTACT THE CONTRACTOR REGULATIONS DIVISION AT (561) 233-5525. (Rev. 10/28/19)