



**Nassau County Building Department**  
96161 Nassau Place  
Yulee, Florida 32097

Bulletin G-12-15

**MEMORANDUM**

Date: December 2, 2015  
TO: All Building Contractors and Subcontractor Trades  
FROM: Michael Griffin, CBO, CFM, Building Official  
SUBJECT: Subcontractor Listing

Recently Nassau County received complaints of unlicensed subcontractors working on building projects for General, Building and Residential contractors. All sub-trades are required to be licensed by the State of Florida or hold a competency card issued by Nassau County. Also, all insurance and workers compensation requirements must be maintained for anyone working on the job site.

**Beginning January 11, 2016**, all General, Building and Residential Contractors must complete the Permits Subcontractor List (see attached) and submit the list along with the building permit application for review. The list will be provided to the Department of Business and Professional Regulation and the Department of Workers Compensation when requested. Everyone should be aware these agencies may impose fines and/or other disciplinary action whenever unlicensed subcontractors are used.

If you have any questions or need additional information please let me know.

**FERNANDINA**  
**(904) 530-6250**

**TOLL FREE**  
**1-800-948-3364**

**FAX**  
**(904) 321-5763**



**Nassau County Building Department**  
 96161 Nassau Place  
 Yulee, Florida 32097

**PERMITS  
 Subcontractor  
 List**

Builder/Owner	
Date	Project Address

THIS FORM MUST BE COMPLETED BEFORE ISSUANCE OF A PERMIT. A NEW FORM IS REQUIRED FOR EACH JOB. THIS FORM WILL BE KEPT ON FILE WITH THE PERMIT.

A SUBCONTRACTOR IS ANYONE WHO IS NOT ON THE HOURLY PAYROLL OF THE BUILDING CONTRACTOR. THE SUBCONTRACTOR HAS A SEPARATE CONTRACT FOR THE JOB HE/SHE PERFORMS. **ALL SUB-CONTRACTORS HAVE TO BE LICENSED WITH NASSAU COUNTY OR BE STATE-CERTIFIED IN THEIR TRADE.** IF YOU USE AN UN-LICENSED SUB-CONTRACTOR YOU MAY BE FINED UP TO \$5,000.00 BY THE STATE ATTORNEY'S OFFICE AND THE DEPARTMENT OF BUSINESS AND PROFESSIONAL REGULATION.

**IF YOU DON'T KNOW WHETHER SOMEONE IS LICENSED, PLEASE ASK; WE ARE HERE TO HELP.  
 NASSAU COUNTY BUILDING DEPARTMENT 904-530-6250.**

TYPE OF CONSTRUCTION	SUBCONTRACTOR'S NAME AND ADDRESS	STATE/COUNTY LICENSE #	SUBCONTRACTOR'S PHONE NUMBER AND CONTACT PERSON
PLUMBING			
ELECTRICAL			
HVAC			
GAS			
CONCRETE FORM			
ROOFING			
IRRIGATION			
FRAMING			
INSULATION			
DRYWALL			
PAINTING			
CARPENTRY			
SOLAR			
OTHER			

**FERNANDINA  
 (904) 530-6250**

**TOLL FREE  
 1-800-948-3364**

**FAX  
 (904) 321-5763**