

English Prep Sheet #3

Licensing, Permitting & Operations

FLORIDA: CONTRACT ADMINISTRATION EXAM PREP

You're in the final stretch! ¡Estás en la recta final! This prep sheet covers the key English terms for the last phase of your FLCA course, focusing on **Lessons 03 & 04**. This is where we cover the official rules for licensing and permitting, and the day-to-day procedures for running a successful project.

Section 1: Licensing & Business Roles (Lesson 03 Focus)

These terms relate to the legal requirements for contractors and businesses in Florida.

English Term	Basic Definition	Example/Context	Spanish Translation
Certified Contractor	A contractor licensed by the state who can work anywhere in Florida.	As a certified contractor, Carlos can bid on projects in any county.	Contratista Certificado
Registered Contractor	A contractor who has a local license and has "registered" it with the state to work only in that area.	Brian is a registered contractor, so he is limited to working in his local county.	Contratista Registrado
Qualifying Agent	The licensed individual who is legally responsible for the construction work of a business.	You must have a qualifying agent to legally operate a construction company in Florida.	Agente Calificador
Scope of Work	The specific type of construction work a license allows you to perform.	A Residential Contractor's scope of work is limited to residential and small commercial projects.	Alcance del Trabajo

Section 2: Permits & Inspections (Lesson 03 Focus)

These are the official steps required by the government before and during construction.

English Term	Basic Definition	Example/Context	Spanish Translation
Building Permit	Official government permission to begin a construction project.	You cannot pour the foundation until the building permit is issued and posted at the site.	Permiso de Construcción
Notice of Commencement (NOC)	A legal document recorded before work begins that establishes the official start date of the project for lien purposes.	The owner must record a Notice of Commencement before the first inspection can be scheduled.	Aviso de Inicio (de Obra)
Inspection	A review of the work by a government official to ensure it meets building codes.	The framing inspection must be approved before you can install insulation and drywall.	Inspección
Certificate of Occupancy (CO)	The final document from the building department that allows the building to be legally used.	The owner cannot move into the new building until the Certificate of Occupancy has been issued.	Certificado de Ocupación
Threshold Building	A large building that requires a special inspector due to its size, height, or occupancy.	Because the project is a Threshold Building, a special structural inspector must be on site.	Edificio de Umbral (Edificio Especial)

Empowering Aspiring Contractors to Pass Licensing Exams

Section 3: Project Operations & Closeout (Lesson 04 Focus)

These terms describe the day-to-day management and final steps of a project.

English Term	Basic Definition	Example/Context	Spanish Translation
Schedule	A timeline that shows the plan and order for all construction activities.	The project schedule shows that the roof will be installed after the walls are framed.	Cronograma / Programa
Critical Path Method (CPM)	A scheduling method that identifies the longest sequence of tasks that determines the project length.	Any delay to a task on the critical path will delay the entire project.	Método de la Ruta Crítica
Daily Log	A written record of what happens on the job site each day.	The site superintendent keeps a daily log of the weather, workers on site, and work performed.	Bitácora Diaria
Submittal	Product information or shop drawings sent to the architect for approval before ordering.	The contractor must track the submittal for the windows to make sure they are approved on time.	Presentación / Propuesta
Closeout	The formal process of finishing a project, including final paperwork and payments.	Project closeout includes completing the punch list and collecting all final lien releases.	Cierre del Proyecto