



# Landscaper Certification Checklist

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## Collier County and City of Naples

- Step 1.** Get the GI-BMP Certificate. (For more information see below.)
- Step 2.** Bring a copy of your GI-BMP certificate to the business tax receipt office (2800 N Horseshoe Dr. or 2348 Immokalee Rd.) when obtaining your occupational license.
- Step 3.** Apply for the Limited certification for urban landscape commercial fertilizer applicator. (For more information see below.)

## City of Marco Island

- Step 1.** If primary location of business is from an office or home on Marco Island, a Home Occupation Letter of Zoning Compliance is required. Please contact the Marco Island Zoning Technician, at 239-389-5006. The initial fee is \$60.00 and yearly renewal is \$15.00. Cash or Checks payable to the City of Marco Island.
- Step 2.** Complete the steps for Collier County (above).
- Step 3.** Complete the City of Marco Island landscaper certification application.
- Step 4.** Mail a copy of your GI-BMP certificate, the City of Marco Island Landscape certification application, and the \$50.00 per business entity application fee to:  

**City of Marco Island Community Affairs Department**  
**Attn: Nancy Richie**  
**50 Bald Eagle Drive**  
**Marco Island, FL 34145**
- Step 5.** When you receive your City of Marco Island sticker place them inside the front left (driver's side) window of each of the company trucks.
- Step 6.** Renew your city of Marco Island Landscape certification every three years.

## Renew the City of Marco Island Landscaper Certification

- Step 1.** Re-submit GI-BMP certification.
- Step 2.** Complete City of Marco Island renewal form for Professional Lawn and Landscaper registration.
- Step 3.** Mail or present the certification and registration form along with the \$50.00 per business entity renewal fee to: City of Marco Island Community Affairs Department (see address above). Cash or check made payable to The City of Marco Island.

## Obtaining the Green Industries Best Management Practices (GI-BMP) Certificate

- Step 1.** Take the GI-BMP training and pass the test with a score of 75% or higher. Classes are offered at Rookery Bay Reserve: For more information contact Marissa Kelly, Coastal Training Program Specialist, at [Marissa.B.Kelly@dep.state.fl.us](mailto:Marissa.B.Kelly@dep.state.fl.us) or call the Greenscape Hotline at 239-530-5955.  

**Rookery Bay National Estuarine Research Reserve**  
**300 Tower Road**  
**Naples, FL 34113**
- Step 2.** You will receive your certificate or a notification letter in the mail 6-8 weeks after the training.



## Obtaining the Limited Certification for Urban Landscape Commercial Fertilizer Applicator

- Step 1.** Get the GI-BMP Certificate. (Above)
- Step 2.** Complete the license application form provided or online at <http://forms.freshfromflorida.com/13677.pdf>
- Step 3.** Send a copy of your GI-BMP certificate, license application form, a photograph (1 ½ x 1 ½), along with the \$25.00 application fee (Checks or money orders made payable to D.A.C.S.) to:  
***The Bureau of Entomology and Pest Control  
1203 Governors Square Blvd Suite 300, GS-46  
Tallahassee, FL 32301-2961***
- Step 4.** You will receive your license in the mail.

## Obtaining the Limited Commercial Landscape Maintenance License commonly known as the roundup license

In order to use roundup or any other type of pesticide and/or herbicide product (weed and feed included) you need to possess the Limited Commercial Landscape Maintenance License issued by the Florida Department of Agriculture and Consumer Services (FDACS).

- Step 1.** Contact the Collier County IFAS extension office at 239-353-4244 to sign up for a pesticide class.
- Step 2.** Contact the Bureau of Entomology and Pest Control at 850-617-7997 for an application packet.
- Step 3.** Bring a completed application form (provided in the application packet), a photograph (1 ½ x 1 ½) and a check for \$150.00 the day of the class. Checks made payable to D.A.C.S.
- Step 4.** Take the limited category exam (provided at the end of the class).
- Step 5.** You will receive your license or a notification letter in the mail 3 weeks after the test was taken.

For more information on how to get a license, contact the local IFAS extension office or go to

[www.flaes.org/complimonitoring/databasesearch/applcert&licensing.html](http://www.flaes.org/complimonitoring/databasesearch/applcert&licensing.html) (Applicator Certification & Licensing)