

**CONTRACTOR REGISTRATION
REQUIREMENTS FOR CITY OF FLORIDA CITY**

NO PERMITS WILL BE ISSUED WITHOUT CURRENT REGISTRATION

STATE CERTIFIED CONTRACTORS

- A. Legible color copy of the Qualifier's Driver License
- B. Current State license
- C. Current Occupational License
- D. Current Certificate of Liability Insurance (Certificate holder made out to: City Florida City 404 W. Palm Drive Florida City, FL 33034)
- E. Current Certificate of Workmen's of Compensation Insurance or Exemption Certificate.
- F. Complete Page 2
- G. A \$30.00 Contractor Services Administration Fee is required

Note: P.O. Boxes will not be accepted as a business address

OR

2. **MIAMI-DADE COUNTY CONTRACTORS**

- A. Legible color copy of the Qualifier's Driver License
- B. Current Miami-Dade County Municipal Contractor License
- C. Current Occupational License (Local Business)
- D. Current Miami-Dade County Certificate of Competency (CTQB)
- E. Current Certificate of Liability Insurance (Certificate holder made out to: City of Florida City 404 W. Palm Drive Florida City, FL 33034)
- F. Current Certificate of Workmen's Compensation Insurance or Exemption Certificate.
- G. Current registration with DBPR (State Registration)
- H. Complete Page 2
- I. A \$30.00 Contractor Services Administration Fee will be required

Note: P.O. Boxes will not be accepted as a business address

Insurance requirements per the State of Florida for Building and other categories:
General and Building Contractors: (Minimum) \$300,000 Bodily Injury and \$50,000 Property Damage.
All other Categories: (Minimum) \$100,000 Bodily Injury and \$25,000 Property Damage

Return completed page 2 and all required documents to the Building Department - 404 West Palm Drive Bldg # 3 Florida City, FL 33034 - (305)247-8222 – (305)242-8114 Fax

Incomplete registration forms will not be processed. You may call the Building Department to check the status 2 business days after submittal. All documents must be legible for us to process the registration. When the registration is complete, we will contact the Qualifier to issue him/her a Personal Identification Number (PIN). The PIN will be needed to request an inspection and will only be given to the Qualifier.

Checks must be made to: City of Florida City

**Scan or attach a legible color copy of Qualifier's Drivers License above this line
All information must be legibly printed or typed with the exception of the Qualifier's signature**

The Qualifier's Signature Must Be Notarized

Company Name: _____

Business Address: _____

City: _____ State: _____ Zip: _____

Last 4 digits of Qualifier's Social Security Number: _____

Business Phone Number: () _____

Business Fax Number: () _____

Qualifier's Cell Phone Number: () _____

Email Address: _____

Qualifier's Signature: _____

Print Name

This foregoing instrument was acknowledged before me this _____ day of _____, 20____,

by _____

Notary Signature (Seal)

Personally known to me _____ **or Produced Identification** _____

Type of Identification _____