

**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 Local Business Tax Receipt (LBT)
- 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. (If Exempt, provide certificates for all 3 officers that are exempt).
- F. Complete Page 2

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 (MC)
- C. Current Local Business Tax Receipt (LBT)
- 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

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

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.