



CITY OF ST. CLOUD
1300 9TH ST., ST. CLOUD, FL 34769
PHONE: 407-957-7224 FAX: 407-957-8412

APPLICATION FOR CONTRACTOR REGISTRATION

DOCUMENTS TO SUBMIT WITH APPLICATION

Local Business Tax Receipt

Certificate of Insurance or Worker's Comp. Exemption

Certificate Insurance for both Liability & Property damage

State License

___ Qualifier / License Holder's Drivers License

Letter of Reciprocity (if state registered)

1. Business Information

Business Name

Business Owner

Address

City/State/Zip

Phone

Email

2. License Holder/Qualifier Information

Name

Type of State License

License Number

Phone (if different from above)

Driver's License Number

Issuing State

Date of Birth

3. Persons authorized by license holder to sign applicable paperwork, apply or pick up permits:

Name (please print)

Name (please print)

Name (please print)

Name (please print)

License holder signature

Date

STATE OF FLORIDA

COUNTY OF _____

The foregoing instrument was acknowledged before me by means of [] physical presence or [] online notarization, this __ day of _____, 20__ by _____, who is personally known to me or who has produced _____ as identification.

Signature of person taking acknowledgment

Name typed, printed or stamped

Title or rank

Serial number if any

THERE IS NO FEE FOR CONTRACTOR REGISTRATION.

REGISTRATIONS EXPIRE SEPTEMBER 30TH EVERY YEAR

PLEASE NOTE - IT IS THE CONTRACTOR'S RESPONSIBILITY TO PROVIDE THE BUILDING DEPARTMENT WITH UPDATED COPIES OF STATE LICENSE(S), CERTIFICATES OF INSURANCE/WORKMAN'S COMP EXEMPTIONS, OCCUPATIONAL LICENSES, ETC. PERMITS MAY NOT BE ISSUED AND INSPECTIONS WILL BE HELD UNTIL UPDATED INFORMATION IS PROVIDED AND REGISTRATION FEE IS PAID.

CONTRACTOR REGISTRATION REQUIREMENTS

Here's what you need to submit in order to be able to pull permits in St. Cloud.

- 1] A Completed Application
- 2] A Copy of your State License
- 3] A Copy of your Drivers License
- 4] A Copy of your City or County Occupational license
- 5] A copy of your Worker's Compensation Insurance policy or Exemption Certificate
- 6] A certificate of insurance showing a minimum of \$100,000 general liability and a minimum of \$25,000 in property damage
- 7] A letter of reciprocity mailed to us from where you took your exam (State Registered Contractors only).
- 8] A copy of your general liability Certificate of Insurance, showing the City of St. Cloud as Certificate Holder.

Processing the application should take only a few minutes. Here are some helpful tips to make the process quicker.

- * Put all these documents together before you come in. Make sure the business name, the business address, and the owner/qualifier name is the same on all of them.
- * Check the expiration dates to make sure they are still valid.
- * Make sure your State license number appears on your occupational license. (This is a requirement of chapter 489 of the Florida Statutes)