CHECKLIST OF DOCUMENTS NEEDED

DO NOT FAX, BRING ALL DOCUMENTS WITH THIS APPLICATION

- [ ] THREE CONTRACTOR AFFIDAVITS OF WORK EXPERIENCE. (NO LETTERS)
- [ ] CERTIFICATE OF LIABILITY INSURANCE FROM THE INSURANCE COMPANY SHOWING COLUMBIA COUNTY AS THE CERTIFICATE HOLDER…..

  Columbia County Building Department
  135 NE Hernando Avenue,
  Lake City, FL 32055

- [ ] PROVIDE THE *ARTICLES OF INCORPORATION* OBTAINED FROM THE STATE OF FLORIDA – DIVISION OF CORPORATIONS. **OR** YOU MUST PROVIDE A CERTIFICATE OF WORKERS' COMP. INSURANCE COVERAGE.
- [ ] PROVIDE A COPY OF YOUR WORKERS' COMP. EXEMPTION CARD **OR** YOU MUST PROVIDE A CERTIFICATE OF WORKERS' COMP. INSURANCE COVERAGE.
- [ ] PICTURE IN SIZE @ 1 ½ X 1 ½.
- [ ] APPLICATION MUST BE COMPLETELY FILLED OUT.
- [ ] NOTARIZED BUSINESS AFFIDAVIT
- [ ] IF YOU ELECT TO BE IN PARTNERSHIP YOU MUST PROVIDE WORKERS' COMP. INSURANCE. (DIVISION OF WORKERS' COMP. NO LONGER EXEMPTS INDIVIDUALS OR THOSE IN PARTNERSHIP. EFFECTIVE 01-01-2004.
- [ ] WEBSITE TO BECOME AN LLC OR INCORPORATED IS: **www.sunbiz.org**
- [ ] WEBSITE TO BECOME EXEMPT THROUGH DIVISION OF WORKERS' COMP. IS: **www.fldfs.com/WC/index.htm**

ANY QUESTIONS SHALL BE DIRECTED TO THE BUILDING & ZONING DEPARTMENT: @ 386-719-2023 - 8:00 A.M. TO 5 P.M.

COMPETENCY ADVISORY BOARD MEETS ON THE 4TH MONDAY OF EACH MONTH UNLESS OTHERWISE NOTED.