Florida Certified Contractors

$15.00 Application Fee – Make Checks to “BCC” or Board of County Commissioners

With a valid Certified Contractors license the process for putting your license on file is simple. If your license is a Florida Register Contractors License, do not use this form.

We need to have these current (Not Expired) records listed below...

- 1. State License copy
- 2. Business phone number and cell number for the license holder
- 3. Certificate of Liability Insurance
- 4. Certificate of Workers Compensation Insurance; OR
- 5. Workers Compensation Exemption Card copy
  - a. If you provide a Work Comp Exemption card, THEN WE ALSO NEED a “Detail by Entity Name” printout from the Florida Department of State Division of Corporation (website: www.sunbiz.org).
- 6. 15.00 Application fee included

NOTE: If you are Exempt but you have a policy for your employees, then provide a Workers Compensation Certificate for them.

INSURANCE CERTIFICATENOTE: The Certificate Holder for all certificates (COI’s) shall be made out to:

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

You may send these records together by...

Mail: 135 NE Hernando Ave, Suite B-21, Lake City, FL 32055
Fax: 386-758-2160
Email: laurie_hodson@columbiacountyfla.com  janice_williams@columbiacountyfla.com

USE THE ABOVE CHECKLIST AND COMPLETE THE BELOW INFORMATION, THEN PRINT THIS FORM TO ENSURE YOUR COMPLETED DOCUMENTS.

Contractors Name:_______________________________________________________
Business Name: _________________________________________________________
Office Ph: ______________________________     Cell: _________________________
Email: _________________________________________________________________
Office Address: __________________________________________________________
Contact Person:________________________________     Ph:____________________
Contact Person Email:_____________________________________________________
