



## COLUMBIA COUNTY BUILDING DEPARTMENT

135 NE Hernando Ave., Suite B-21, Lake City, FL 32055

Office: 386-758-1008 Fax: 386-758-2160

[www.columbiacountyfla.com/BuildingandZoning.asp](http://www.columbiacountyfla.com/BuildingandZoning.asp)

### Florida Certified Contractors \$15.00 Application Fee –

Credit card payments by phone or mail with this form and 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](http://www.sunbiz.org)).
- ☐ 6. 15.00 Application fee - Credit card payments by phone has an added 3% fee.

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

**INSURANCE CERTIFICATE NOTE:** 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:** [bldginfo@columbiacountyfla.com](mailto:bldginfo@columbiacountyfla.com)

### USE THE ABOVE CHECKLIST AND COMPLETE THE INFORMATION BELOW.

Contractors Name: \_\_\_\_\_

Business Name: \_\_\_\_\_

Office Ph: \_\_\_\_\_ Cell: \_\_\_\_\_

Email: \_\_\_\_\_

Office Address: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Ph: \_\_\_\_\_

Contact Person Email: \_\_\_\_\_

Contact person needs to be who can provide payment