



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

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).
- ☐ 6. 15.00 Application fee - Credit card payments by invoice has an added 3% fee.

(An invoice will be emailed to the contact person listed below once processed)

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

USE THE ABOVE CHECKLIST AND COMPLETE THE INFORMATION BELOW.

Contractors Name: Heather Brown

Business Name: Dr's Roofing & Sheetmetal

Office Ph: 904-627-5609 Cell: 904-219-8826

Email: Drsrs20@gmail.com

Office Address: 54234 Hazel Jones Rd Callahan Fl 32011

Contact Person: Donny Ryals Ph: 904-219-8826

Contact Person Email: Drsrs20@gmail.com

Contact person needs to be who can provide payment