## BUILDING INSPECTION DIVISION



**How to Register with the City of Jacksonville Building Inspection Division as a Contractor** If a person who is licensed by the State of Florida (Chapter 489 Contracting, Florida Statutes) as a general, building, residential, mechanical, electrical, plumbing or specialty contractor wants to apply for a permit, he/she shall first receive an identification number from the Building Inspection Division, 214 N. Hogan Street Room 273, Jacksonville, Florida 32202, Phone (904) 630-1100, Fax (904) 255-8553

In order to receive the ID number, a certificate holder shall appear in person or by agent, and present the following documents to the Building Inspection Division: (By agent see **NOTE**):

- 1. A copy of a valid certificate issued by the Florida Department of Professional Regulation, Construction Industry Licensing Board.
- 2. A personal picture identification. (Driver's license).
- 3. A proof of compliance with the Florida Worker's Compensation law (Chapter 400, Florida Statutes) in the form of:
  - A certificate of Worker's Compensation insurance issued to the City of Jacksonville as certificate holder, or
  - A "Certificate of Election to be Exempt" from Florida workers compensation law (Form DWC-252)
- 4. Business Tax receipt(s) procured from the Tax Collector whose office is located at 231 E. Forsyth Street, Phone (904) 630-1916, option 3:
  - a) A county Business Tax Receipt according to Chapter 770, the Jacksonville Municipal Code.

Note: The County of Duval has the reciprocity policy for businesses licensed in other counties in Florida. (Not required for Sole Proprietors)

- b) A Duval County Municipal Qualifying Agent's Business Tax Receipt.
- 5. A completed registration form. If the license holder does not appear in person, this registration form must be signed by the licensed individual and his signature must be notarized.
- 6. In order to comply with Municipal Ordinance Section 320.402 (c) (1) and Florida Statute section 489.113 (3)(g), any Certified Residential, Certified Building or Certified General Contractor with a license number UNDER 7837 can be issued a re-roofing permit. The Certified Residential Contractor with the proper number will be allowed to re-roof residential buildings only.

NO Registered contractor, EXCEPT a Registered Roofing Contractor with a license number under 55210 can be issued a re-roofing permit. (See bulletin G-15-99)

(NOTE) Upon registration with the City of Jacksonville, you will be issued a company I.D. number. If the qualifier does not appear in person, be advised this number will not be given to your agent or put on a permit application unless the agent bears an original notarized letter of agency or power of attorney. This is a safeguard for the contractor and no exceptions will be made for any reason. Also, please be advised that an agent or Power of Attorney may not sign a permit application for the license holder.

## BUILDING INSPECTION DIVISION REGISTRATION FORM

In order to register as a new contractor or to add an additional Qualifying Agent for a business, the **license holder** must appear in person or sign this signature form and have it notarized. The original notarized form must be presented to the Building Inspection Division along with the following:

- 1. Construction license from the State of Florida
- 2. Picture ID card
- 3. Proof of workers compensation insurance or exemption

Company Name	Existing city ID number? Yes N	1o
License Holder's Name (print)		
Type of contractor		
License Number License	Expiration Date	
Mailing Address		
Business Address		
Telephone Number ()Fa	City/State Zip ax number ()	
Email address		
License Holder's Signature		
	License Holder's Si	ionature
Upon registration with the City of Jacksonville, you will be issued a company I.D. number. If the qualifier does not appear in person, be advised this number will not be given to your agent or put on a permit application unless the agent bears an original notarized letter of agency or power of attorney. This is a safeguard for the contractor and no exceptions will be made for any reason. Also, please be advised that an agent or Power of Attorney may not sign a permit application for the license holder.	Signed: I  Before me this day of County of Duval, State of Florida, has personally	DATE: in the vappeared herein by
City use only in this box  Company ID number	Notary Public at Large, State of, County Commission expires:  Personally Known or Produced Identification	unty of,