



CONTRACTOR LICENSE REGISTRATION & REQUIREMENTS

1) Name of Firm as Licensed: _____

2) Name of Qualifier: _____

3) Qualifier's License Number: _____ Title: _____

Address: _____

City: _____ State: _____ Zip: _____

Office Phone #: _____ Fax #: _____ Mobile#: _____

E-mail Address: _____

- State of Florida Contractor's License
- A Certificate of General Liability Insurance, Workman's Compensation Insurance, or a Workman's Compensation Certification of Exemption, showing the Certificate holder as:

City of Tallahassee, Building Inspection
300 South Adams Street
Box B-28
Tallahassee, Florida 32301

- Workman's Compensation Certificates for out of state contractors must list Florida as a covered state.
- Employee Leasing Agent or third party insurance providers must provide a roster of covered employees, including the licensed qualifier.
- The license qualifier may authorize a designated agent to obtain issued permits. An original notarized "Contractor Authorization" form must be submitted by mail, hand delivery or emailed to grwthmgtsvctr@talgov.com directly from the license holder's email.
- All license and insurance certificates shall be current prior to the issuance of a permit.
- This completed form; license and certificate of insurance(s) may be emailed to GrwthMgtSvcCtr@talgov.com.
- In order to submit for permits, you will need to create an account in our online permitting portal, <https://cwpll.talgov.com/TallahasseePortal>.