



OKALOOSA COUNTY DEPARTMENT OF GROWTH MANAGEMENT

REGISTRATION CHECKLIST

STATE CERTIFIED CONTRACTORS, PROVIDE:

___ State Issued License: Issued by: Florida Department of Business & Professional Regulation (DBPR); State Fire Marshall; Florida Department of Agriculture; OR Florida Department of Highway Safety and Motor Vehicles.

___ Local Business Tax Receipt: Contractors with offices within Okaloosa County provide business tax receipt from Okaloosa County Tax Collectors office. Contractors with offices outside Okaloosa County provide a business tax receipt from the jurisdiction your home office is located, **only if your home jurisdiction issues business tax receipts or similar.**

___ General Liability Insurance Certificate (*See Insurance Guidelines for specifics*)

___ Workers Compensation Insurance Certificate (*See Insurance Guidelines for specifics*); We will accept your Workers Compensation Exemption Card (*Limit 3*)

___ Letter of Authorization: Allows employees, partners & officers to sign licensing and permitting paperwork; purchase permits; schedule inspections on behalf of license holder. **MUST** be notarized.

___ Okaloosa County Registration/Renewal Application: Initial submitted form **MUST** be signed by license holder **ONLY**.

___ Hold Harmless Agreement: Form **MUST** be signed by License Holder, dated and witnessed.

___ Administrative FEE required for Trades **NOT** issued through DBPR.

___ Copy of License Holder's Driver License.

STATE REGISTERED/LOCAL SPECIALTY CONTRACTORS, PROVIDE:

___ Reciprocal Letter from Sponsoring County (Must have reciprocal agreement with) verifying the following information:

- Trade and Business & Law examinations with score of 75% or greater;
- Statement that examinations were 'Prepared, Proctored and Graded' along with the Name of Testing Agency administering examinations;
- Date(s) examinations were administered.

If you obtained licensure by 'GRANDFATHERING IN' with Another County, we CANNOT accept your license. You will be required to take and pass the required examination(s) in both Trade and Business & Law.

___ Acknowledgement of Compliance Affidavit: Signed by License Holder **ONLY** and notarized

___ **ALL** Forms and Documents previously listed.

___ Competency License Fee: Please contact the Licensing Department for required fee.

NOTICE

ALL paperwork **MUST** record your company name EXACTLY as it appears on your State License. It is a violation of F.S. 489.129 to perform contracting in a name that does not appear on your state license.

If your state license is issued in your INDIVIDUAL NAME, then ALL paperwork **MUST** show your individual name EXACTLY as it appears on your State License. Your insurance certificate(s) **MUST** show the License Holder as a covered individual whose name appears on the certificate either in the 'Insured' section; OR the Description of Operations section.

ONLINE REGISTRATION

Visit: <https://myokaloosa.com/gm/building/permitting>

**812 E. James Lee Blvd, Crestview, FL 32539
1250 Eglin Parkway, Suite 301, Shalimar, FL 32579**

(850) 651-7180