CONTRACTOR REGISTRATION REQUIREMENTS

ALL CONTRACTORS MUST BE REGISTERED WITH THE CITY OF PLANTATION. Person signing permit applications must be qualified in accordance with (302.1C) the rules of the Broward County Central Examining Board, Ordinance No. 78-9 and Chapter 9 of the Broward County Codes; the State of Florida, Department of Professional Regulations by authority of Chapter 489, Part One of the Florida Statutes, or other Examining Boards as specifically approved by the Board of Rules and Appeals.

All contractors shall submit the following:

- Copy of valid license(s):
  - DBPR State certified license **or**
  - Broward County competency license along with DBPR State registered license, when applicable **or**
  - Other State approved license for construction/permit

- Copy of valid certificate of insurance (COI) for general liability and/or workers compensation (minimum amount of insurance coverage required as per Florida Statutes); City of Plantation shall be listed as the certificate holder. It should also include the mailing address, policy number and effective dates. The insurance certificate **shall** include a policy number; *Binder, Pending* or *TBA* is not acceptable.

- If business/individual is exempt from worker's compensation, a valid copy of the exemption issued from the State of Florida which shall include the name of the qualifier/holder of license and Exemption type.

- A $25 Contractor Record Maintenance Fee, valid from Jan 1-Dec 31, is due for each license being maintained with the City of Plantation for any permit activity in a calendar year; fee is not pro-rated.

For your convenience, you may register before you visit our office or update your records by faxing your information to (954) 797-2270 or 797-2273 or sending it via email to helpmebuilding@plantation.org. Please include your phone number for verification.

Note: The Company/Business name on the applicable license(s), insurance certificate and/or Exemption shall all match accordingly.

Plantation
the grass is greener®

City of Plantation
Contractor Registration Form

401 NW 70 Terrace, Plantation, FL 33317
Phone: 954-797-2714 ♦ Fax: 954-797-2270
www.plantation.org

Please select below:

☐ New Registration

☐ Update Registration

_____ Print Company name as it appears on license

_____ Print Qualifier's name

_____ State or County Competency License #

_____ Registered State License #

_____ Mailing address

(_____) _____-_____ Phone

_____ City, State & Zip

(_____) _____-_____ Fax

_____ E-mail address (**NOT** web address)

If faxed: Pages (including cover sheet) _____

Required information checklist:

- ☐ Copy of State and/or County Competency License(s)
- ☐ Copy of General Liability Insurance Certificate
- ☐ Copy of Workman's Comp Insurance Certificate / Exemption
- ☐ $25 Contractor Record Maintenance Fee

**** Insurance Certificates must have the "City of Plantation" listed as the Certificate Holder**

Please log onto: http://www.plantation.org/Building/permits/online-permitting.html to find out more about our online permitting. This website handles all of your permit needs, including obtaining a permit, scheduling an inspection, obtaining inspection results, checking plan review status, and checking on the status of your permit. Anyone can use this site to research permit records. Only Registered Users can use this site to apply for permits and schedule inspections.

Office Use Only:

Entered date: _____

By: _____