

Town of Palm Beach
Building Division
360 South County Road Palm Beach, FL 33480
561.838.5431 (fax) 561.835.4621
www.townofpalmbeach.com

Contractor Registration FAQ and Checklist

- **SUBMIT: You must submit in person**
 - Monday thru Friday, 8:30am to 4:00pm
 - No electronic submittals are being accepted at this time
 - Registration and permit submittal can be accomplished in a single trip to Town Hall!
 - A separate Registration Form is required for each licensed qualifier
- **Complete the Contractor Registration Application Form. Leave no blank spaces. You MUST provide an email address. Staff can provide Notary service for \$10 fee**
- **Attach a copy of the qualifiers' license/certificate of competency (and any company licenses, if applicable)**

Examples of license types that may be registered:

- If you are LICENSED by the State of Florida – provide a copy of all State licenses
- If you are LICENSED BY Palm Beach County – provide a copy of Certificate of Competency (U-card) issued by Palm Beach County
- If you are LICENSED BY Palm Beach County and are required to REGISTER with the DBPR (certain trades), provide a copy of your Certificate of Competency (U-card) and State Registration
- If you are LICENSED by some other State agency such as Agriculture, etc, provide a copy of any applicable State licenses
- All others, provide a copy of Palm Beach County Business Tax Receipt



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Contractor Registration

OFFICIAL
USE
ONLY

Name of Business _____

DBA Name _____

Business Address _____ Suite _____

Mailing Address _____ Suite _____
(if different)

Telephone Number _____

Fax Number _____

E-mail _____

Please note that a separate registration will be required for each qualifier within any given organization.

Qualifier Name _____

Certificate of Competency # _____
(State or County License #)

MUST Attach copy of license

I, _____ (qualifier) do hereby assume all liability and understand that my signature will be required on all applications made to the Town and further agree to provide a copy of my insurance certificate/exemption for Worker's Compensation with each permit application.

Qualifier's Signature

Date

Notary Signature

Seal: