



**BUILDING CODE COMPLIANCE OFFICE  
Contractor Licensing Section  
140 West Flagler Street, Suite #1603  
Miami, Florida 33130-1563  
Ph.305375-2901/fx.305375-2558**

**\*VOLUNTARY REGISTRATION  
OF STATE OF FLORIDA CERTIFIED CONTRACTOR**

**REGISTRATION INSTRUCTIONS**

1. Complete application (reverse side of this form)
2. Attach a copy of the qualifying agent's driver's license.
3. Attach a copy of your State Certified License or temporary authorization letter.
4. Attach a Certificate of Insurance for General Liability and Worker's Compensation coverage/exemption made out to:

BUILDING CODE COMPLIANCE OFFICE  
Contractor Licensing Section  
140 West Flagler Street, Suite #1603  
Miami, Florida 33130-1563

5. NO FEE IS REQUIRED FOR REGISTRATION
6. If you hold a local business tax receipt in another county in the State of Florida, you are exempt from paying for the Miami-Dade County local business tax. Otherwise, you may obtain a local business tax receipt at:

LOCAL BUSINESS TAX SECTION (Former Occupational License)  
140 West Flagler Street, 1st Floor  
Miami, Florida 33130  
(305) 270-4949

\*Florida Statutes 489.113(4)(a) and 489.516(3) requires that when a certificate holder desires to engage in contracting in any area of the state, as a prerequisite therefore, he or she shall be required only to exhibit evidence of holding a current certificate to the local building official, tax collector, or other authorized person in charge of the issuance of licenses and building or electrical permits in the area, and to pay the fee for the occupational license and permit required of other persons.

Although no ordinance or statute mandates registration with the local jurisdiction, Miami-Dade County Building Code Compliance Office provides voluntary registration process that makes it easier for state contractors who are performing work in Unincorporated Dade County to obtain permits. The process includes verification of the contractor's license status, photocopying the driver's license, and obtaining a copy of the current General Liability and Worker's Compensation Insurance. This information is then placed in our computer system, which allows the Unincorporated Miami-Dade County Building Department to expeditiously verify the state contractor's information, without the contractor having to present the required document each time.

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VOLUNTARY REGISTRATION
STATE OF FLORIDA CERTIFIED CONTRACTOR

APPLICATION

Date \_\_\_\_\_

- New Application
Updating File

State Certified License No. \_\_\_\_\_ Expiration Date \_\_\_\_\_

Trade Category: \_\_\_\_\_ Driver's License # \_\_\_\_\_

QUALIFIER'S INFORMATION

Name \_\_\_\_\_

Home Address \_\_\_\_\_ Telephone No. (\_\_\_\_) \_\_\_\_\_

City, State, Zip Code \_\_\_\_\_

Date of Birth \_\_\_\_\_ Social Security No. \_\_\_\_\_

BUSINESS INFORMATION

Company Name \_\_\_\_\_

Address \_\_\_\_\_ Business No. (\_\_\_\_) \_\_\_\_\_

City, State, Zip Code \_\_\_\_\_

Email Address: \_\_\_\_\_ Cell Phone No. (\_\_\_\_) \_\_\_\_\_

Fax No. (\_\_\_\_) \_\_\_\_\_

Type of Business

- Corporation
Sole Proprietorship
Partnership
Other \_\_\_\_\_

X \_\_\_\_\_
Signature of Qualifying Agent

STATE OF FLORIDA
COUNTY OF MIAMI-DADE

Sworn to and Subscribed before me that this is a true statement this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

My Commission Expires \_\_\_\_\_

\_\_\_\_\_  
NOTARY PUBLIC

\*\*\*\*\*

FOR OFFICE USE ONLY

Date Processed \_\_\_\_\_

Processor \_\_\_\_\_