



# CITY OF ORLANDO

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## **Contractor Registration for work performed in the City of Orlando**

Contractors obtaining permits for work being performed in the City of Orlando must be registered with the Permitting Services Division. All required licenses, certifications, insurance, bonds and contact information must be current to conduct business (Ex. apply and obtain permits, inspections and certificates of occupancy). It is the contractor's responsibility to provide proof of renewal, at the contractor's convenience, prior to expiration. Items may be submitted by fax, mail or in person. The attached Contractor Registration Form may be used to provide new or changed information.

The following is required for registration:

State Certified Contractors and Limited Specialty Contractors please submit:

- A copy of the current business (occupational) license from the Florida city or county where the contractor's business is located. Contact your local city or county for more information. If you are from out of state and do not have a business license from a Florida local government, you may purchase one from the City of Orlando. Call 407.246.2204.
- A copy of the contractor's state certification from the Florida Department of Business and Professional regulation (DBPR). Call DBPR at 850.487.2252.
- A copy of your current proof of Workers' Compensation insurance or exemption. The City of Orlando must be shown as a certificate holder on the Workers Compensation Certificate. For more information call 407.245.0896 or visit their offices at 400 West Robinson Street, Room #601 North Tower, Orlando, FL 32801.

State Registered Contractors and Limited Specialty Contractors please submit:

- A copy of the current business (occupational) license from the Florida city or county where the contractor's business is located. Contact your local city or county for more information. If you are from out of state and do not have a business license from a Florida local government, you may purchase one from the City of Orlando. Call 407.246.2204.
- A copy of the contractor's state certification from the Florida Department of Business and Professional regulation (DBPR). Call DBPR at 850.487.2252.
- A copy of your current proof of Workers' Compensation insurance or exemption. The City of Orlando must be shown as a certificate holder on the Workers Compensation Certificate. For more information call 407.245.0896 or visit their offices at 400 West Robinson Street, Room #601 North Tower, Orlando, FL 32801.
- An original surety bond or continuation certificate. A surety bond may be from any insurance company. For state regulated contractors, the surety bond must be in an amount of at least \$5,000. For specialty contractors not regulated by the state, the surety bond must be in an amount of at least \$1,000.
- A current competency card from Orange County or the City of Orlando Lifetime competency card. Orange County may be reached at 407.836.5550, choose option #5. To inquire about the City's Lifetime competency card, call 407.246.2271.



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## Keeping Your Registration Current

Contractor registration expires when any of the required items expire. For example, business licenses expire September 30<sup>th</sup> of each year. To keep your registration current, please provide the renewed or updated items.

There is no deadline for “renewing” your contractor registration. You may update your registration at your convenience; however, all required items must be current to conduct business in the City of Orlando (Ex. apply for or obtain permits, inspections and certificates of occupancy).

## Power of Attorney

If you wish to authorize others to obtain permits under your name, please submit a Special Power of Attorney form. Power of Attorney forms do not expire. If you have changes to your Special Power of Attorney, please submit a new form. Special Power of Attorney forms are available at our office and on our web site.

Rev 10/2007



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## Contractor Registration Form

Date: \_\_\_\_\_  
Related Permit #, Job Site Address or Project Name (if applicable): \_\_\_\_\_

### Contractor

Name: \_\_\_\_\_  New  Update  
Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Company Name: \_\_\_\_\_  
Primary Phone #: \_\_\_\_\_ Alternate Phone #: \_\_\_\_\_ Fax #: \_\_\_\_\_  
E-mail: \_\_\_\_\_

### License/Insurance/Bond Information\*

	Issued By	Type	License/Policy #	Expiration Date
Contractor License	_____	_____	_____	_____
Insurance	_____	_____	_____	_____
Occupational License	_____	_____	_____	_____
Bond	_____	_____	Amt: _____	_____

### Contractor Company Name

Company Name: \_\_\_\_\_  New  Update  
Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Primary Phone #: \_\_\_\_\_ Alternate Phone #: \_\_\_\_\_ Fax #: \_\_\_\_\_  
E-mail: \_\_\_\_\_

### License/Insurance/Bond Information\*

	Issued By	Type	License/Policy #	Expiration Date
Insurance	_____	_____	_____	_____
Occupational License	_____	_____	_____	_____
Bond	_____	_____	Amt: _____	_____

### Other (specify role) \_\_\_\_\_

Name: \_\_\_\_\_  New  Update  
Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Company Name: \_\_\_\_\_  
Primary Phone #: \_\_\_\_\_ Alternate Phone #: \_\_\_\_\_ Fax #: \_\_\_\_\_  
E-mail: \_\_\_\_\_

### License/Insurance/Bond Information (if applicable)\*

	Issued By	Type	License/Policy #	Expiration Date
Insurance	_____	_____	_____	_____
Occupational License	_____	_____	_____	_____
Bond	_____	_____	Amt: _____	_____

\*Copies of current license(s), certification(s), certificate(s) of insurance, competency card and/or original contractor surety bond (if applicable) must be provided or be on file with the Office of Permitting Services.

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