

WHAT YOU NEED TO SET UP YOUR CONTRACTOR'S FILE WITH OKALOOSA COUNTY  
DEPARTMENT OF GROWTH MANAGEMENT IF YOU ARE

**\*\*\*STATE CERTIFIED\*\*\***

1. \_\_\_\_\_ COPY OF YOUR CURRENT STATE CERTIFIED LICENSE.
2. \_\_\_\_\_ COPY OF YOUR CURRENT BUSINESS TAX RECEIPT (formally occupational license) FROM A JURISDICTION WITHIN THE STATE OF FLORIDA **OR** FROM THE STATE IN WHICH YOUR HOME OFFICE IS LOCATED FOR YOUR PARTICULAR TRADE. (Companies setting up a job site trailer or office in Okaloosa County must have an Okaloosa County Business tax receipt).
3. \_\_\_\_\_ GENERAL LIABILITY INSURANCE CERTIFICATE. (See Insurance Guidelines for specifics)
4. \_\_\_\_\_ WORKER'S COMPENSATION INSURANCE CERTIFICATE. (See Insurance Guidelines for specifics)

**OR**

IF YOU **DO NOT** HAVE EMPLOYEES, WE WILL ACCEPT YOUR WORKER'S COMPENSATION EXEMPTION CARD. (If you have partners or officers who have worker's compensation exemption (Limit 3), please submit a copy of their exemption cards & your company partnership agreement or corporate papers.)

5. \_\_\_\_\_ LETTER OF AUTHORIZATION (LOA) If you are allowing employees, partners, or officers to purchase permits or call for inspections on your behalf you must complete form, have it **notarized**, and will be accepted by fax or email.
6. \_\_\_\_\_ OKALOOSA COUNTY APPLICATION FORM.
7. \_\_\_\_\_ ADMINISTRATION FEE.  
If your state license has been issued by the Dept of Business & Professional Regulation, then no administrative fee required.  
If you hold a state license from the Dept of Agriculture for Liquid Petroleum OR a Mobile Home Installer's License from the Dept of Highway Safety and Motor Vehicles OR a Fire Sprinkler (Category 1-5) or Fire Extinguisher Licenses from the State Fire Marshall Office, please contact our office for a fee quote.
8. \_\_\_\_\_ HOLD HARMLESS AGREEMENT SIGNED, DATED AND WITNESSED.
9. \_\_\_\_\_ COPY OF YOUR DRIVERS LICENSE.
10. \_\_\_\_\_ COPY OF ARTICLES OF INCORPORATION. Per Florida Statute 607 & 608 all corporations or limited liability companies must have active Articles of Incorporation in order to transact business within the State of Florida.

**\*\*VERY IMPORTANT—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. \*\***

This checklist as well as the forms needed is also available on the Growth Management website under licensing at [www.myokaloosa.com](http://www.myokaloosa.com)

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