



OKALOOSA COUNTY DEPARTMENT OF GROWTH MANAGEMENT

REGISTRATION CHECKLIST

For State Certified Contractors PROVIDE COPIES OF:

- State License issued by Florida Dept. of Business & Professional Regulation (DBPR).
- Okaloosa County Business Tax Receipt – From a jurisdiction within Florida OR from the State in which your HOME OFFICE is located for your trade. **(Companies setting up a JOBSITE trailer or Office in Okaloosa County MUST obtain an Okaloosa County business tax receipt)**
- General Liability Insurance Certificate *(See Insurance Guidelines for specifics)*
- Worker’s Compensation Insurance Certificate *(See Insurance Guidelines for specifics)*; **If you DO NOT HAVE EMPLOYEES:** We will accept your Worker’s Compensation Exemption Card *IN COMPANY NAME BEING REGISTERED* (Limit 3)
- Letter of Authorization for employees, partners & officers to sign for/purchase permits and schedule inspections on your behalf. **MUST** be notarized. Accepted by fax or email.
- Okaloosa County Registration/Renewal Application.
- Administrative FEE required for Trades NOT issued through DBPR.
- Hold Harmless Agreement. **MUST** be signed by License Holder, dated and witnessed.
- Copy of Driver license for License Holder

For State Registered/Local Specialty Contractors PROVIDE COPIES OF:

- Reciprocal Letter from Sponsoring County (Must have reciprocal agreement with verifying the following information:
 - Trade and Business & Law examinations with score of 75% or greater.
 - Statement that examinations were ‘Prepared, Proctored and Graded’ along with the Name of Testing Agency administering examinations.
 - Date(s) examinations were administered.

If you obtained licensure by ‘GRANDFATHERING IN’ with Another County, we CANNOT accept your license. You will be required to take and pass the required examination(s) in both Trade and Business & Law.

- Acknowledgement of Compliance Affidavit (MUST be signed by License Holder and notarized).
- Competency License Fee. Please contact License Department regarding the required fee.
- **ALL** Forms and Documents previously listed.

****** 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. **

All Forms may be found at: myokaloosa.com/gm/licensing

Submit online:


Visit: myokaloosa.com/gm/building/permitting

Select:



APPLY
for
Permits/Developments

Then Select:



Apply

This tool can be used to apply for a permit, plan or license.

Email completed forms and documents to:

Renée Lucas, License Specialist

812 E. James Lee Blvd.

Crestview, FL 32639

850.651.7526 office / 850.822.5461 cell

rlucas@myokaloosa.com

Michele Hooper, License Specialist

1250 Elgin Parkway, Suite 301

Shalimar, FL 32579

850.651.7533

mhooper@myokaloosa.com