



BUILDING DEPARTMENT

190 Malabar Road SW • Suite 105 • Palm Bay, Florida 32907 • 321-953-8924

FLORIDA CONTRACTOR LICENSE VERIFICATION

Information and Instructions

The City of Palm Bay Building Department permitting office has permitting jurisdiction for properties in The City of Palm Bay. State of Florida licensed Contractors who intend to pull permits in the City of Palm Bay must be registered with our office. If you are to pull permits in another Brevard County municipality you must contact the municipality for their requirements.

Supporting Documentation

You must attach the following supporting documentation to your registration form:

1. A copy of your Florida Contractor License
2. A copy of your certificate of general liability insurance
3. A copy of your certificate of worker's compensation insurance
4. A copy of your Florida Driver License
5. A copy of your BTR/Occupational License

Certificates of Insurance

The minimum liability insurance amounts are:

- Bodily Injury **\$300,000**
- Property Damage* **\$50,000**

**for any one accident, including damage to rights-of-way and/or shrubbery*

Worker's Compensation Insurance

In addition, you will need to submit proof of worker's compensation insurance **or** a waiver stating exemption from Florida's Worker's Compensation Law.

Each certificate must list as a certificate holder:

*The City of Palm Bay Building Department
190 Malabar Road, Suite 105
Palm Bay, Florida 32907*

All Certificates must provide at least 30 days advance notice of cancellation



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Contractor Information

License Number: _____

License Date: _____ Expiration Date: _____

First Name: _____ Middle Initial: _____

Last Name: _____ Suffix: _____

Home Address: _____

City: _____ State: _____ Zip Code: _____

Home Phone: _____ Mobile Phone: _____

Driver License Number: _____

Email Address: _____

Business Name: _____

Business Address: _____

City: _____ State: _____ Zip Code: _____

Business Phone: _____ Business Mobile Phone: _____

Contractor's Signature: _____ Date: _____

Please return this form and all supporting documentation to the City of Palm Bay Building Department address on page 1 or FAX to (321) 953-8925 or email to buildingpermits@palmbayflorida.org.