

BUILDING INSPECTION DIVISION



How to Register with the City of Jacksonville Building Inspection Division as a Contractor If a person who is licensed by the State of Florida (Chapter 489 Contracting, Florida Statutes) as a general, building, residential, mechanical, electrical, plumbing or specialty contractor wants to apply for a permit, he/she shall first receive an identification number from the Building Inspection Division, 214 N. Hogan Street Room 273, Jacksonville, Florida 32202, Phone (904) 630-1100, Fax (904) 255-8552

In order to receive the ID number, a certificate holder shall appear in person or by agent, and present the following documents to the Building Inspection Division: (By agent see **NOTE**):

1. A copy of a valid certificate issued by the Florida Department of Professional Regulation, Construction Industry Licensing Board.
2. A personal picture identification. (Driver's license).
3. A proof of compliance with the Florida Worker's Compensation law (Chapter 400, Florida Statutes) in the form of:
 - A certificate of Worker's Compensation insurance issued to the City of Jacksonville as certificate holder, or
 - A "Certificate of Election to be Exempt" from Florida workers compensation law (Form DWC-252)
4. Business Tax receipt(s) procured from the Tax Collector whose office is located at 231 E. Forsyth Street, Phone (904) 630-1916, option 3:
 - a) A county Business Tax Receipt according to Chapter 770, the Jacksonville Municipal Code.

Note: The County of Duval has the reciprocity policy for businesses licensed in other counties in Florida. (Not required for Sole Proprietors)
 - b) A Duval County Municipal Qualifying Agent's Business Tax Receipt.
5. A completed registration form. If the license holder does not appear in person, this registration form must be signed by the licensed individual and his signature must be notarized.
6. In order to comply with Municipal Ordinance Section 320.402 (c) (1) and Florida Statute section 489.113 (3)(g), any Certified Residential, Certified Building or Certified General Contractor with a license number UNDER 7837 can be issued a re-roofing permit. The Certified Residential Contractor with the proper number will be allowed to re-roof residential buildings only.
NO Registered contractor, EXCEPT a Registered Roofing Contractor with a license number under 55210 can be issued a re-roofing permit. (See bulletin G-15-99)

(NOTE) Upon registration with the City of Jacksonville, you will be issued a company I.D. number. If the qualifier does not appear in person, be advised this number will not be given to your agent or put on a permit application unless the agent bears an original notarized letter of agency or power of attorney. This is a safeguard for the contractor and no exceptions will be made for any reason. Also, please be advised that an agent or Power of Attorney may not sign a permit application for the license holder.

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**BUILDING INSPECTION DIVISION
REGISTRATION FORM**

In order to register as a new contractor or to add an additional Qualifying Agent for a business, the **license holder** must appear in person or sign this signature form and have it notarized. The original notarized form must be presented to the Building Inspection Division along with the following:

1. Construction license from the State of Florida
2. Picture ID card
3. Proof of workers compensation insurance or exemption

4. Two Business Tax Receipts: One for the company from any county in the state of Florida and one for the qualifying agent from the City of Jacksonville

Company Name _____ Existing city ID number? Yes No _____

License Holder's Name (print) _____

Type of contractor _____

License Number _____ License Expiration Date _____

Mailing Address _____

City/State Zip

Business Address _____

City/State Zip

Telephone Number (____) _____ Fax number (____) _____

Email address _____

License Holder's Signature _____

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City use only in this box

Company ID number _____

License Holder's Signature

Signed: _____ DATE: _____

Before me this _____ day of _____ in the County of Duval, State of Florida, has personally appeared

_____ herein by himself / herself and affirms that all statements and declarations herein are true and accurate.

Notary Public at Large, State of _____, County of _____

My commission expires: _____

Personally Known or Produced Identification

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