



August 20, 2018

MEMORANDUM

Bulletin G-06-18

TO: All Permit Applicants

FROM: Thomas H. Goldsbury, P.E., C.B.O.

SUBJECT: **License Renewal Requirements**

At each contractor license renewal cycle, the City of Jacksonville Building Inspection Division requires licensees to present the following documents in order to renew their registration and maintain their ability to obtain permits in the jurisdiction:

1. Legible copy of your new State license
2. Current business tax receipt for the company from any jurisdiction in the State of Florida (Not required for sole proprietors with "individual" noted on their state contractor's license)
3. Qualifying Agent's business tax receipt from Duval County's Tax Collector
4. Current proof of compliance with the Florida Worker's Compensation law in the form of a Certificate of Worker's Compensation insurance issued to the City of Jacksonville or a Certificate of Election to be Exempt (Form DWC-252 or latest equivalent) from the Florida Worker's Compensation law (Not available to sole proprietors with "individual" noted on their state contractor's license)
5. Updated address, telephone, fax numbers
6. Please provide a company e-mail address

Business tax receipts can be procured from the Tax Collector's office at 231 E. Forsyth Street, telephone (904)630-1916, option 3. Unless a complete package is received, we will be unable to update the contractor information and the company and/or licensee will remain inactive.

Please submit your documents to BIIDocuments@coj.net

Thank you for your cooperation.