



WASHINGTON COUNTY BUILDING DEPARTMENT

1331 South Boulevard, Suite 900 , Chipley, Florida 32428
Main Office PHONE: (850) 638-6195 FAX (850) 638-6304
permits@washingtonfl.com

CONTRACTOR'S LICENSE REGISTRATION

1. COMPLETE APPLICATION FORM
2. CURRENT COPY OF YOUR STATE LICENSE AND DRIVER'S LICENSE
3. CURRENT CERTIFICATE OF INSURANCE FOR GENERAL LIABILITY AND WORKERS' COMPENSATION COVERAGE LISTING WASHINGTON COUNTY BUILDING DEPARTMENT AS THE CERTIFICATE HOLDER. IF YOU ARE EXEMPT FROM WORKERS' COMP, PLEASE SUBMIT AN EXEMPTION CARD.
4. LETTER OF AUTHORIZATION IF ANYONE OTHER THAN THE LICENSE HOLDER IS TO PULL PERMITS.

***NOTE: A COPY OF YOUR POLICY WILL NOT BE ACCEPTED. YOUR INSURANCE COMPANY SHOULD ISSUE THE CERTIFICATE TO THE ADDRESS LISTED ABOVE.**

FOR YOUR CONVENIENCE, THEY MAY ALSO FAX THE CERTIFICATE TO THE FAX NUMBER LISTED ABOVE.

CERTIFIED CONTRACTORS ARE REQUIRED TO PAY AN ADMINISTRATION FEE OF \$35.00 AND PROVIDE THE REQUIRED DOCUMENTATION LISTED ABOVE (1-3).

IF YOU HAVE ANY QUESTIONS, PLEASE CONTACT THE WASHINGTON COUNTY BUILDING DEPARTMENT AT THE NUMBER LISTED ABOVE.



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Certified contractors are not required to pay a license fee, but should submit the required documentation listed on the instruction page of this application.

DATE: _____ COUNTY LICENSE #: CONT _____

APPLICANT: _____

DATE OF BIRTH: _____

COMPANY’NAME: _____
(If doing business in the company’s name)

MAILING ADDRESS: _____

CITY: _____ STATE: _____ ZIP: _____

OFFICE #: _____ CELL: #: _____

FAX #: _____ HOME #: _____

EMAIL ADDRESS: _____

There are several different levels of Licenses. Please contact the Washington County Building Department for exact prices between 8 a.m. - 4 p.m.

CONTRACTOR	IN COUNTY	OUT OF COUNTY	OUT OF STATE
GENERAL	\$ 100.00	\$ 150.00	\$ 300.00
BUILDING	\$ 75.00	\$ 150.00	\$ 300.00
RESIDENTIAL	\$ 75.00	\$ 125.00	\$ 200.00
ELECTRICAL	\$ 75.00	\$ 125.00 - \$ 150.00	\$ 200.00 - \$300.00
MECHANICAL <input type="checkbox"/> Class “A” <input type="checkbox"/> Class “B” <input type="checkbox"/> Class “C”	\$ 75.00	\$ 125.00 - \$ 150.00	\$ 200.00 - \$300.00
PLUMBING	\$ 75.00	\$ 125.00 - \$150.00	\$ 200.00 - \$300.00
ROOFING	\$ 75.00	\$ 125.00	\$ 200.00
POOL/SPA	\$ 75.00	\$ 125.00	\$ 200.00
MOBILE HOME INSTALLER	\$ 0.00	\$ 0.00	\$ 0.00

*General, Building, Residential and Mechanical Classifications who have not already done so must register with Florida Construction Industry Board.
**Electrical applicants who have not already done so must register with the Florida Electrical Contractor’s Licensing Board.

Applicant’s Signature: _____



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CONTRACTOR’S PERMIT AUTHORIZATION

This is to certify that the person(s) listed below who signature(s) appears is/are employed by me are authorized to sign for permits, call for inspections, transact business, and request for C.O.’s in my name. I AM RESPONSIBLE FOR ALL PERMITS PULLED AND ALL WORK DONE UNDER MY LICENSE.

Name of Authorized Person(s)

I understand the Competency Board has the power and authority to discipline a license holder for violations committed by him, his agents, officers, or employees, and I take full responsibility for compliance with all statues, codes and law inherent in the privilege by issuance of such permits.

I understand that it is my sole responsibility as the qualifying contractor to keep this information current and to resubmit a new authorization form each time a change is made to the above employed authorized person(s) listed above that are no longer employed.

Contractor’s Name : _____ Date: _____

Contractor’s Signature : _____

Company Name: _____ License #: _____

Phone #: _____

STATE OF FLORIDA **COUNTY OF** _____

On this _____ day of _____, 20____ personally appeared _____ who is personally known to me or produced _____ to be the signer of the above instrument, and he/she acknowledged that he/she signed it.

Notary Signature: _____ **(SEAL)**

My Commission Expires: _____