

Charlotte County Community Development Department

Building Construction Division

18400 Murdock Circle | Port Charlotte FL 33948
Building Phone: 941.743.1201 | Building Fax: 941.764.4907
Email: ContractorLicensing@CharlotteCountyFL.gov
CharlotteCountyFL.gov

"To exceed expectations in the delivery of public services"

STATE CERTIFIED CONTRACTOR REGISTRATION FORM

Please submit the following documents listed below. All items must be included to process the registration. Allow three (3) business days for processing.

1. Copy of current state license.
2. A Local Business Tax Receipt from qualifiers home county.
3. Current drivers license.
4. Certificate of Insurance for General Liability and Worker's Compensation or qualifiers exemption card.

Certificate must list Charlotte County Community Development as certificate holder.

Please remember to submit **all** of the above items on the checklist together as a package with the completed registration form.

CERTIFICATE HOLDER'S NAME: _____

NAME OF BUSINESS: _____

CERTIFICATE CLASSIFICATION: _____

CERTIFICATE NUMBER: _____

FEDERAL I.D. NUMBER: _____

BIRTH DATE: _____

BUSINESS ADDRESS: _____

BUSINESS MAILING ADDRESS: _____

HOME ADDRESS: _____

BUSINESS PHONE: _____

HOME PHONE: _____

FAX NUMBER: _____

EMAIL ADDRESS: _____

CERTIFICATE HOLDER'S SIGNATURE: _____

(Power of Attorney not accepted)

STATE OF FLORIDA County of _____

The foregoing instrument was acknowledged before me this _____ day of _____, 20__ by _____ who is personally known to me or has produced _____ as identification and who did/did not take an oath.

Identification Number & Expiration Date: _____

Notary's Printed Name _____ Signature of Notary _____

Commission Number _____

Notary Stamp

March 2018