



CONTRACTORS CERTIFICATION
2300 NORTH JOG ROAD, STE. 2W-61
WEST PALM BEACH, FL 33411-2741
(561) 233-5525
www.pbcgov.com/pzb/contractors

Enrollment and Re-enrollment OF YOUR STATE CERTIFIED LICENSE IN PALM BEACH COUNTY **\$ 25.00 Fee effective March 1, 2009**

If you wish to secure permits or work in unincorporated Palm Beach County **You must ENROLL or RE-ENROLL** (After each State License Renewal) **One packet is required per each license.**

Forms are available at www.pbcgov.com/pzb/contractors

To do so furnish the following documents:

- (1) A completed "Record of Signature of Qualifier" form (Available on-line)
- (2) A copy of your current certified license. **(NOT THE WALLET CARD)**
- (3) Copy of **current, or legible** drivers license or government issued photo id. (address and picture must be identifiable) for (1st time) INITIAL ENROLLMENT.
- (4) Certificate of insurance with certificate holder listed as follows:

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- (5) Current Workers Compensation policy. **If you use a Payroll / Leasing company, an employee roster is required.** The qualifier must be covered under the policy (Ex: **Joe Smith is covered under this policy**) otherwise show an Exemption from the State.
- (6) **Payment** for Enrollment must be either in a form of **check or cash**. Checks made payable to the BCC (Board of County Commissioners Palm Beach)

****PRIOR AUTHORIZED SIGNERS become VOID upon RE-ENROLLMENT.**

THE ABOVE REQUESTED INFORMATION MUST BE EITHER **MAILED OR HAND DELIVERED** AS A COMPLETE PACKET.

(NO FAXED DOCUMENTS ACCEPTED)