

**CITY OF WINTER HAVEN  
BUILDING DIVISION  
CONTRACTOR REGISTRATION REQUIREMENTS**

The following lists are the required items for registration with the City of Winter Haven Building Division in order to pull permits:

**STATE CERTIFIED CONTRACTORS**

- **VALID STATE LICENSE**
- **CURRENT BUSINESS TAX RECEIPT (for the business listed on State License)**
- **GENERAL LIABILITY INSURANCE (\$300,000.00 minimum)**
- **WORKER'S COMPENSATION COVERAGE (or valid Exemption Form)**

**STATE REGISTERED Contractors**

- **VALID STATE LICENSE**
- **CURRENT BUSINESS TAX RECEIPT LICENSE (for the business listed on State License)**
- **GENERAL LIABILITY INSURANCE (\$300,000.00 minimum)**
- **WORKER'S COMPENSATION COVERAGE (or valid Exemption Form)**
- **MUNICIPAL BOARD OF EXAMINERS COMPETENCY CARD (NOT POLK COUNTY) 863-533-0278**
- **CITY LICENSE - \$15.00 REGISTRATION FEE REQUIRED**
- **\$10,000.00 SURETY BOND, PAYABLE TO THE CITY OF WINTER HAVEN, 490 3<sup>RD</sup> STREET, NW, WINTER HAVEN, FL 33880**

**OWNER BUILDER**

- **PROOF OF OWNERSHIP**
- **PARCEL IDENTIFICATION NUMBER (FROM COUNTY TAX RECEIPT)**
- **OWNER DISCLOSURE FORM**

**Physical Address: 490 3rd St. N.W.  
Winter Haven, FL 33881**

**Phone:(863)291-5695 Fax:(863)298-7856 Inspections: (863) 298-7578**