

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

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

➤ **STATE CERTIFIED CONTRACTORS**

VALID STATE LICENSE

CURRENT OCCUPATIONAL LICENSE (for the business listed on the State License)

GENERAL LIABILITY INSURANCE (\$300,000.00 MINIMUM) WITH CITY OF WINTER HAVEN LISTED AS CERTIFICATE HOLDER

WORKER'S COMPENSATION COVERAGE (or Valid Exemption Form)

FEIN NUMBER OR DOCUMENT

➤ **STATE REGISTERED CONTRACTORS**

VALID STATE LICENSE

CURRENT BUSINESS TAX RECEIPT LICENSE (for the business listed on the State License)

GENERAL LIABILITY INSURANCE (\$300,000.00 MINIMUM) WITH CITY OF WINTER HAVEN LISTED AS CERTIFICATE HOLDER

WORKER'S COMPENSATION COVERAGE (or Valid Exemption Form)

**MUNICIPAL BOARD OF EXAMINERS COMPETENCY CARD
(NOT POLK COUNTY LICENSES BOARD) – 863-533-0278 or polkmboc.com**

**\$10,000.00 SURETY BOND, PAYABLE TO THE CITY OF WINTER HAVEN
490 3RD Street, NW ♦ Winter Haven, FL 33881**

FEIN NUMBER OR DOCUMENT

➤ **OWNER BUILDER**

PROOF OF OWNERSHIP

PARCEL IDENTIFICATION NUMBER (From County Tax Receipt)

OWNER DISCLOSURE FORM

Physical Address: 490 3rd St., NW ♦ Winter Haven, FL 33881

Phone: (863) 291-5695

Fax: (863) 298-7856

Inspection Line: (863) 298-7578