

## **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 OCCUPATIONAL LICENSE (for the business listed on the 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 the 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 LICENSES BOARD) – 863-533-0278 or  
polkmboc.com**

**CITY OF WINTER HAVEN REQUIRES A \$15.00 REGISTRATION FEE**

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

➤ **OWNER BUILDER**

**PROOF OF OWNERSHIP**

**PARCEL IDENTIFICATION NUMBER (From County Tax Receipt)**

**OWNER DISCLOSURE FORM**

**Physical Address: 490 3<sup>rd</sup> St., NW ♦ Winter Haven, FL 33881**

**Phone: (863) 291-5695**

**Fax: (863) 298-7856**

**Inspection Line: (863) 298-7578**