



Building Division
306 NE 6th AVE, BLDG B
PH: 352-334-5050
FAX: 352-334-2207
E-MAIL: bldg@cityofgainesville.org

Contractor Registration

In order to register as a contractor with the City of Gainesville, please present the following information:

1. A copy of your current state certified contractor's license.
2. A copy of General Liability Insurance showing the City of Gainesville listed as the certificate holder. The address for the certificate holder should be:

City of Gainesville Building Department
P.O. Box 490 Station #9
Gainesville, Florida 32627

3. A copy of your workman's compensation insurance or workman's compensation exemption form issued by the State of Florida. If it is for workman's compensation insurance, the insurance certificate should list the City of Gainesville as the certificate holder (see #2 above for the certificate holder address)
4. The best phone number and email address to attach to the business profile. The email address provided will be given access to our Online permitting site, Citizen Access.
5. A **notarized** Signature Authorization Form by the state license holder, if anyone other than the license holder will be pulling and signing for permits. (Found in the permit forms section on our website)
6. A **notarized** Letter of Credit Authorization Form, if you will be faxing or mailing in applications and paying by credit card. (Found in the permit forms section on our website)
 - a. Credit cards are not kept on file and will need to be provided for each transaction with the building department.

Effective as of August 1, 1995 the City of Gainesville no longer reciprocates licenses or accepts state registered contractors.

Office hours: Monday – Friday 7:30 am – 5:00 pm