

CONTRACTOR REGISTRATION REQUIREMENTS

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** Letter of Authorization Form by the state license holder, if anyone other than the license holder will be pulling and signing for permits.
6. A **notarized** Letter of Credit Authorization Form, if you will be faxing or mailing in applications and paying by credit card.
(Credit cards are not kept on file)

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

Letter of Credit Authorization

To use the fax or mail-in permitting system, an original, notarized signature needs to remain on file with the Building Inspections Department. An example follows:

I, _____, do hereby authorize the City of Gainesville to use this signature as verification to use my credit card for transactions between myself/my company and the City of Gainesville Building Inspection Department.

Company Name: _____

Signature

The Building Department will not process a permit application by fax or by mail until this form is completed and on file.

*******Any changes to your credit card will require a new form to be completed*******

Notary Information

Subscribed and sworn to before me this ____ day of _____ in the year _____.

Document provided as verification: _____

My commission expires: _____

Office hours: Monday – Friday 7:30AM – 5:00PM

Signature Authorization Form

I do hereby authorize the City of Gainesville to use this signature as verification to allow the following people to sign and pull permits and/ or any other documents in the City of Gainesville on my behalf.

Print Name: _____

Print Name: _____

Print Name: _____

Print Name: _____

(Print License Holder Name)

(Signature of License Holder)

(Company Name)

The Building Department will not process a permit application by anyone other than the license holder until this form is completed and on file.

*****Any changes to your authorized persons will require a new form to be completed*****

Notary Information

Subscribed and sworn to before me this ____ day of _____ in the year 20__.

Document provided as verification: _____

My commission expires: _____ Seal: