



SANTA ROSA COUNTY DEVELOPMENT SERVICES

6051 Old Bagdad Highway, Suite 202 | Milton, Florida 32583

BECKIE CATO
Planning and Zoning Director
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RHONDA C. ROYALS
Building Official
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DOCUMENTS REQUIRED FOR LICENSE REGISTRATION

- Florida State Registered or Certified license.
- Certificate of liability insurance (Required Limits: 300K/OCCURRENCE – 600K/GENERAL AGG-Products Included). SRC must be listed as certificate holder, 6051 Old Bagdad Hwy, #202, Milton, FL 32583.
- Proof of Workers Comp or Exemption, **whichever applies to the qualifier**. If insured is out of state, it must indicate that Florida workers are covered.
- Business Tax Receipt (fka Occupational License); only required if office is within the State of Florida.
- Copy of Qualifier’s Drivers License
- Competency card fee payment of \$150 is required for Florida State Registered or locally licensed contractors. No fee for registration of Florida State Certified contractors.
- Qualifier’s Name _____
- Business Name _____
Address _____

- Telephone _____
- Email Address _____
- Fax _____
- Hold Harmless Agreement - notarized
Form is available under the Forms tab under contractor licensing on Santa Rosa County Website.
- Authorization to Obtain Permits - notarized
Form is available under the Forms tab under contractor licensing on Santa Rosa County Website.
- Letter of Reciprocity is needed if you are coming in as State Registered from another jurisdiction; the letter must come directly from your sponsor and must include both Business & Law and trade score.
- REMIND ME TO GIVE YOU YOUR SECURITY CODE**