

INSTRUCTIONS FOR CONTRACTOR LICENSE RENEWALS STATE CERTIFIED, REGISTERED & SPECIALTY CONTRACTORS

- It is the responsibility of the license holder to insure his/her license information is current (company name, address, e-mail address, phone and fax numbers, insurance information, etc).
- Applications will be returned if proper funds and attachments are not enclosed
- Make checks payable to Town of Surfside
- Name of license holder company name (if qualifying a company)
- Home address or company address
- City, State, zip code
- Home phone number and/or company phone number
- e-mail (home or office) fax number
- License number signature of license holder
- Completed application
- Copy of State License (State Certified and Registered Contractors only)
- Copy of License holder's current Driver's License (or State Photo I.D. card)
- Current Certificate of Workers' Compensation Insurance (or exemption thereof)
- A Certificate of Liability Insurance (not less than \$100,000/\$300,000 must be provided)
- Initial or renewal registration
- Stamped, self-addressed envelope
- License holder's signature on initial or renewal form
- Check or Money order \$100.00
- RENEWALS MUST BE COMPLETE AND MAILED OR HAND DELIVERED TO THE TOWN OF SURFSIDE PERMIT CLERKS AS ONE PACKET (FAXES ARE NOT ACCEPTABLE). CERTIFICATES OF INSURANCE MUST BE INCLUDED IN THE COMPLETE PACKAGE AND NOT MAILED OR FAXED FROM THE INSURANCE COMPANY TO THIS OFFICE.



**TOWN of SURFSIDE
Building Department**

CONTRACTOR RENEWAL APPLICATION

Name of license holder company name (if qualifying a company)

Home address or company address

City, State, zip code

Home phone number and/or company phone number

E-mail (home or office) fax number

License number signature of license holder

- Copy of State License (State Certified and Registered Contractors only)
- Copy of License holder's current Driver's License (or State Photo I.D. card)
- Current Certificate of Workers' Compensation Insurance (or exemption thereof)
- A Certificate of Liability Insurance (not less than \$100,000/\$300,000 must be provided)
- Initial Registration
- Renewal registration
- Stamped, self-addressed envelope

