



BAY COUNTY COMPETENCY CARD RENEWAL
STATE REGISTERED CONTRACTORS & JOURNEYMAN

Registered Contractor Renewal Journeyman Renewal

Fiscal Year 2025-2026

Bay County Competency Cards expire on September 30 each year. To renew your competency card, please complete this form:

Name:

Company Name: License #

Address:

Phone #: Cell #: Fax #:

Email Address:

Qualifier Signature Date

The following are required to be provided:

- 1. Certificate of Liability Insurance listing Bay County Building Safety Division as the certificate holder.
2. Workers' Compensation Certificate of Insurance or Exemption Certificate
3. Current State of Florida Registered Contractor License
4. Payment to be made through the Portal once the registration is completed by our office.

Competency Cards will not be renewed without ALL of the above information being current and on file with our office.

Table with 3 columns: Description, Amount, and Fee. Rows include Initial Registration (\$115.00), Competency Annual Renewal (\$50.00), and Journeyman (existing) (\$25.00).

\*\*Reactivation of an expired competency card is \$115.00 x 1.5 + \$50.00 x the number of renewal years missed. \*\*

Email completed the form and required documents to: contractorlicensing@baycountyfl.gov

\*You may also mail a copy of the completed form to: Bay County Building Safety Division, 840 W 11th Street, Panama City, FL 32401, Attn: License Renewal