



**DEVELOPMENT SERVICES DEPARTMENT
Builders' Services Division
840 W. 11th Street
Panama City, FL 32401
Telephone (850) 248-8350
Fax (850) 248-8384**

CERTIFIED CONTRACTORS

The following information is required to be attached to this renewal form:

- 1) Copy of current State Registration displaying Contractor's address.
- 2) Bay County Builders' Services Division shall be documented as Certificate Holder in Certificates of Insurance for Certified Contractors.
- 3) Verify Contractor has current Workers' Compensation Certificate or Exemption and Liability Insurance.
- 4) Notarized Affidavit signed by the license holder authorizing another person(s) to sign as the agent of the license holder (if applicable).
- 5) Panama City Occupational License (850) 872-3031 if job is located within city limits.

This information must be on file and current before beginning work in Bay County.

Contractor and Company Name:

Name: _____

Address: _____

Phone #: _____ Cell #: _____ Fax #: _____

Email Address: _____