

Islamorada, Village of Islands CONTRACTOR REGISTRATION CHECKLIST

The following information must be submitted and updated on an annual basis to register, and remain registered, as a contractor with Islamorada, Village of Islands.

(Please note - Items 1 – 5 must be in the same company/individual name.)

1. Copy of current State of Florida Certification or State Registration and Monroe County Certificate of Competency.
2. Personal Liability and Property Damage Certificate of Insurance. Islamorada, Village of Islands and full address MUST be listed as a Certificate Holder.
3. Workers Compensation Certificate of Insurance. Islamorada, Village of Islands MUST be listed as a Certificate Holder. If you are insured through a leasing company, you must also attach a client list obtained from the leasing company AND an affidavit that all employees are leased through the leasing company. An Exemption from the Bureau of Workers Compensation may be submitted in place of insurance.
4. Copy of Local Business Tax Receipt.
5. Copy of Corporate Papers listing officers (if incorporated).
6. Current company mailing address and email address.
7. Current telephone numbers including phone, fax and cell.
8. Copy of Qualifier's Driver's License.
9. Initial Registration Fee of \$50, a renewal fee of \$31 will be due annually from the date the initial registration fee is paid.
10. A list, on company letter head, notarized by the Qualifier of any authorized agents allowed to apply for and pick up permits. This letter must be renewed annually on the anniversary date of item #9.

If you have any questions, please contact us at:

Phone: (305) 664-6400 Fax: (305) 664-6469

Certificate Holder to be listed as follows:

Islamorada, Village of Islands
Building Department
86800 Overseas Highway
Islamorada, FL 33036