

Islamorada, Village of Islands PRIVATE PROVIDER REGISTRATION CHECKLIST

Private Providers must first create a CityView Contractor file in the name of the Business (not qualifier). Go to CityView Portal via <https://cvportal.us/cityviewportal> and use the “[Portal FAQ’s](#)” link and follow the instruction sheet titled “Contractor License Registration (Required to do work in the Village)”. Use a Business Email address as the Username. This address will also be used by the Village to correspond with you. Please follow the **entire** instruction as not only will you create a Contractor file but also create/activate a Portal Account for your Business and pay the registration fee.

(Please note - Items 1 – 4 *must* be in the *same* company/individual name.)

1. Copy of current State of Florida Certification/Registration
2. Professional Liability Insurance Certificate of Insurance. Insurance shall have minimum policy limits of \$1 million per occurrence and \$2 million in the aggregate for any project with a construction cost of \$5 million or less and \$2 million per occurrence and \$4 million in the aggregate for any project with a construction cost of over \$5 million. 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. Local Business Tax Receipt from Monroe County (or from county/city where business is located). The license number and/or trade should be listed on the document.
5. Current company mailing address, email address, and business telephone number.
6. Copy of Qualifier’s Driver’s License.
7. Initial Registration Fee of \$50, a renewal fee of \$31 will be due annually from the date the initial registration fee is paid.
8. A completed “Private Provider Duly Authorized Employment Affidavit, listing all “Duly Authorized Inspectors and/or Plans Examiners, license numbers, disciplines, signature, and a copy of all licenses.

Certificate Holder to be listed as follows:

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

It is the responsibility of the private provider to upload renewed license and insurance and pay annual fees to Maintain the private provider registration file in an active status at all times. Use the “[Portal FAQ’s](#)” link to follow the instruction sheet Contractor License Renewal”.

If you have any questions regarding registration, please contact Karla Vasquez via email at karla.vasquez@islamorada.fl.us or at 305-664-6437.