

WHAT YOU NEED TO BECOME REGISTERED WITH OKALOOSA COUNTY DEPT OF GROWTH MANAGEMENT IF YOU ARE

*****STATE CERTIFIED*****

1. _____ COPY OF YOUR CURRENT STATE CERTIFIED LICENSE.
2. _____ COPY OF YOUR CURRENT BUSINESS TAX RECEIPT (formally occupational license) FROM A JURISDICTION WITHIN THE STATE OF FLORIDA FOR YOUR PARTICULAR TRADE. (Companies setting up a job site trailer or office in Okaloosa County must have an Okaloosa County Business tax receipt).
3. _____ GENERAL LIABILITY INSURANCE CERTIFICATE. (See Insurance Guidelines for specifics)
4. _____ WORKER'S COMPENSATION INSURANCE CERTIFICATE. (See Insurance Guidelines for specifics)

OR

IF YOU **DO NOT** HAVE EMPLOYEES, WE WILL ACCEPT YOUR WORKER'S COMPENSATION EXEMPTION CARD. (If you have partners or officers who have worker's compensation exemption (Limit 3), please submit a copy of their exemption cards & your company partnership agreement or corporate papers.)

5. _____ LETTER OF AUTHORIZATION (LOA) If you are allowing employees, partners, or officers to purchase permits or call for inspections on your behalf you must complete form, have it **notarized**, and **return the original to our office**.
6. _____ OKALOOSA COUNTY APPLICATION FORM.
7. _____ ADMINISTRATION FEE. Please contact our office for the required fee.
(Please make checks payable to: Okaloosa County Dept of Growth Management)
8. _____ HOLD HARMLESS AGREEMENT SIGNED, DATED AND WITNESSED.
9. _____ COPY OF YOUR DRIVERS LICENSE.

****VERY IMPORTANT—ALL PAPERWORK MUST RECORD YOUR COMPANY NAME EXACTLY AS IT APPEARS ON YOUR STATE LICENSE. ****

This checklist as well as the forms needed are also available on the Growth Management website under licensing at www.co.okaloosa.fl.us

812 E. James Lee Blvd
Crestview, FL 32539
Renee Lucas (850) 651-7526
rlucas@co.okaloosa.fl.us
FAX (850) 651-7184



812 E. James Lee Blvd
Crestview, FL 32539
Sheila Roberts (850) 689-4115
sroberts@co.okaloosa.fl.us
FAX (850) 689-5088