



## **CONTRACTOR REGISTRATION REQUIREMENTS**

Listed below is the documentation required to register as a Contractor with the City of Oakland Park.

1. Signed and notarized Contractor Registration Form completed in its entirety.
2. State of Florida Certification or State Registration and/or Central Board of Examiners of Broward County Certificate of Competency Card. The City of Oakland Park cannot accept Certifications, Registrations, or Certificates of Competency from any other jurisdictions or examining boards.
3. County Business Tax Receipt from the County in which your business is located.
4. City Business Tax Receipt from the City in which your business is located.
5. Certificate of Insurance which identifies Liability Insurance and Worker's Compensation information. The Certificate of Insurance shall identify the City of Oakland Park with an address of 5399 N Dixie Highway, #3, Oakland Park, FL 33334, as the Certificate Holder. A Worker's Compensation Exemption from the State of Florida may substitute the requirement of Worker's Compensation Insurance.
6. Qualifier's State Driver License.
7. Annual Contractor Record Maintenance Fee of \$25.00 is required to register. This fee shall also become due annually on the anniversary of the date the contractor first registered with the City of Oakland Park.



## CONTRACTOR'S REGISTRATION FORM

Company Name (DBA):		
Company Address:		
City:	State:	Zip Code:
Mailing Address:		
City:	State:	Zip Code:
Phone #:	Fax #:	Email:
Type of Contractor:		
Qualifier's Name:	Driver License #:	
Qualifier's Address:		
City:	State:	Zip Code:
State Cert #:	State Reg #:	Cert of Comp #:
County BTR #:	City BTR #:	Other Lic #:

### LIABILITY INSURANCE

Insurance Co. Name:	Phone #:
Policy #:	Insurance Limits:
Effective Date:	Expiration Date:

### WORKER'S COMPENSATION

Insurance Co. Name:	Phone #:
Policy #:	Insurance Limits:
Effective Date:	Expiration Date:

\_\_\_\_\_  
Signature of Qualifier

\_\_\_\_\_  
Date

\_\_\_\_\_  
NOTARY as to Qualifier

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed name of NOTARY

\_\_\_\_\_  
Seal