

Contractor File Submittal List
City of Pensacola Building Inspections
P.O. Box 12910
Pensacola, FL 32521-0053
Phone: 850 436 5600
Email: inspections@cityofpensacola.com

State Certified Contractors will need the following:

- Workers Compensation and General Liability Certificate of Insurance listing the following as the certificate holder: The City of Pensacola – P.O. Box 12910 – Pensacola, FL 32521-0053
- State License
- Occupational License/Business Tax Receipt (If your office is in Pensacola City limits.)
- Letter of Authorization (There is a \$25 fee for new or updated LOA's. They are located on our website.)
- Photo copy of the license holder's Driver License or Identification Card

State Registered Contractors will need the following:

- Workers Compensation and General Liability Certificate of Insurance listing the following as the certificate holder: The City of Pensacola – P.O. Box 12910 – Pensacola, FL 32521-0053
- State License
- County Competency
- Occupational License/Business Tax Receipt (If your office is in Pensacola City limits.)
- Letter of Authorization (There is a \$25 fee for new or updated LOA's. They are located on our website.)
- Photo copy of the license holder's Driver License or Identification Card

Specialty Licensed Contractors will need the following:

- Workers Compensation and General Liability Certificate of Insurance listing the following as the certificate holder: The City of Pensacola – P.O. Box 12910 – Pensacola, FL 32521-0053
- County Competency card
- Occupational License/Business Tax Receipt (If your office is in Pensacola City limits.)
- Photo copy of the license holder's Driver License or Identification Card

Fence and Driveway Contractors will need the following:

- Workers Compensation and General Liability Certificate of Insurance listing the following as the certificate holder: The City of Pensacola – P.O. Box 12910 – Pensacola, FL 32521-0053
- Occupational License/Business Tax Receipt (From any City or County in Florida.)
- Photo copy of the license holder's Driver License or Identification Card

Contractor File Submittal Form
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This form and all necessary documents needed to register your company must be received before any applications can be processed for your company. You can submit these items either by email or as an attachment to your initial permit application (available both in person and through mygovernmentonline.org).

Please fill out the contact information below

Company Name: _____

License Number: _____

License Holder: _____

Phone Number: _____

Email: _____

Mailing Address: _____

Please check the box next to all submittal items attached with this form

- ☐ State License
- ☐ County Competency Card
- ☐ General Liability Certificate of Insurance
- ☐ Worker's Compensation Certificate of Insurance OR Exemption
- ☐ Business Tax Receipt (If your office is in Pensacola City Limits)
- ☐ Letter of Authorization
- ☐ Photo copy of license holder's Driver License or Identification Card