



CITY OF KISSIMMEE

CERTIFICATE REGISTRATION APPLICATION PACKET

The following application is to be used for the registration (a.k.a. certificates) for contractors who oversee construction activity (such as general contractors, electricians, plumbers and mechanical contractors) and sub-contractors who conduct minor construction activity, who do not oversee construction activity nor required to hold a state license (such as carpenters, drywall finishers, painters, floorers, and tree/landscape/mowers).

Contractors obtaining permits for work being performed in the City of Kissimmee must be registered with the Building Division. In order to apply and obtain necessary permits, inspections, and certificate of occupancy, all required licenses, certifications, insurance, bonds and contact information must be up to date.

Contractor registration expires when any of the required items expire. It is the contractor's responsibility to provide proof of renewal, prior to expiration. To keep your registration current, please provide the renewed or updated items.

Once completed, the application along with the registration fee must be submitted to the City of Kissimmee Development Services Building Division located at 101 Church St., Suite 120 Kissimmee, FL 34741.

If you have any questions, please visit our website at www.kissimmee.org, email us at ePermitHelp@kissimmee.org or call our Building Division offices at 407-518-2379.

<i>Project</i>	<i>Progressive Review Time</i>
➤ Submittal of application and necessary documents	
➤ Staff review *	0-1 day
➤ Permit issuance	0-1 day
Approximate Time of Review Total	0-1 day*

** Estimations may vary. Review time is dependent upon necessary revisions, resubmittals, and any other required documentation.*



**CITY OF KISSIMMEE
CERTIFICATE REGISTRATION
APPLICATION
CURRENT FLORIDA BUILDING CODE IN EFFECT**



1. BUSINESS NAME:

2. DBA NAME:

3. BUSINESS TYPE: (Check the contractor type and their respective subcategories for all those that apply)

CONTRACTOR. (Licensed individuals who oversee construction activity)

GENERAL CONTRACTOR
 ELECTRICIAN
 PLUMBER
 MECHANICAL

OTHER (Describe):

SUB-CONTRACTOR. (Non-state licensed individuals who conduct minor construction activity and do not oversee)

CARPENTER
 DRYWALL FINISHER
 PAINTER
 FLOORING

TREE/LANDSCAPER
 OTHER (Describe):

4. LOCATION OF BUSINESS:

ADDRESS:	CITY:	STATE:	ZIP:
PHONE #:	E-MAIL:	FAX #:	

5. BUSINESS OWNER:

ADDRESS:	CITY:	STATE:	ZIP:
PHONE #:	E-MAIL:	FAX #:	
DATE OF BIRTH:	DRIVER LICENSE #:	STATE:	

6. LICENSE HOLDER/QUALIFIER INFORMATION:

ADDRESS:	CITY:	STATE:	ZIP:
PHONE #:	E-MAIL:	FAX #:	
DATE OF BIRTH:	DRIVER LICENSE #:	STATE:	

DOCUMENTS THAT MUST BE SUBMITTED WITH APPLICATION

<p><u>SUBCONTRACTOR</u></p> <ul style="list-style-type: none"> • Public Liability & Property Damage 100,000/25,000 • Proof of Workmen’s Compensation or State of Florida Exemption • Copy of valid Local BTR 	<p><u>STATE REGISTRATION</u></p> <ul style="list-style-type: none"> • Public Liability & Property Damage 100,000/25,000 • Proof of Workmen’s Compensation or State of Florida Exemption • Letter of Reciprocity • 5,000 Surety bond made out to the City • Copy of valid Local BTR 	<p><u>STATE CERTIFIED</u></p> <ul style="list-style-type: none"> • Proof of Workmen’s Compensation or State of Florida Exemption • Public Liability & Property Damage 100,000/25,000 • Copy of State license • Copy of valid Local BTR
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IF THE STATE OF FLORIDA REQUIRES A LICENSE, PERMIT, INSPECTION, CERTIFICATION, OR REGISTRATION FOR YOUR OCCUPATION OR BUSINESS, PLEASE ATTACH A COPY TO THIS APPLICATION.

7. STATE LICENSE # (if applicable):	EXPIRATION DATE:
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