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
- Subcontractors 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.

Registrations are valid for 1 year and must be renewed annually by September 30. Contractor registration expires when any of the required items expire. It is the contractor’s responsibility to provide proof of renewal, prior to expiration. Failure to receive, maintain or renew a certificate is subject to fees.

Necessary steps to file and complete a permit:

**Step 1 - Verify allowance and standards:** State licenses are required for various activities. It is recommended to contact the State of Florida to determine allowance and discuss applicable standards.

Please be sure to review all application requirements to adequately determine what documents are necessary at time of submittal. If you are unsure or have questions, please contact the Building Division at 407.518.239.

**Step 2 - Application and Plan Requirements:** Complete the application in its entirety and submit applicable State of Florida licenses and insurance certifications.

**Step 3 - Submit:** Submit the application, associated documents and registration fee by one of the following ways:

- **In Person:** City Hall – Building Division, Suite 120, between the hours of 8 a.m. – 4 p.m. Monday - Friday
- **By Mail:** City of Kissimmee City Hall, 101 Church Street, Suite 120 Building Division, Kissimmee, FL 34741
- **By Email:** permitting@kissimmee.org. Once received, a technician will contact the applicant for credit card payment prior to processing the application.

**Step 4 – Staff Review:** Staff will review the proposed request for compliance with City standards and will offer any applicable comments.

**Step 5 – Registration Issuance:** Once approved, a registration is issued.

**Step 6 - Construction:** You are now registered as a contractor or subcontractor to apply for, retrieve...
and/or perform construction activity within the City.

Notes of Importance:

- The application must be completed in its entirety and the registration fee must be provided at time of submittal. Incomplete applications and failure to pay at time of submittal will not be accepted;
- When a permit is obtained it often requires a contractor to be registered and licensed;
- A Business Tax Receipt (BTR) is also required for those contractor/subcontractor businesses who have a firm/business within the City of Kissimmee;
- To learn more about contractor requirements visit the Florida Department of Business & Professional Regulation website; and
- A homeowner can hire laborers to assist him/her in the work provided the laborers are supervised by the homeowner and the homeowner complies with the Florida Statutes regarding worker’s compensation, insurance and payroll taxes.

The above list is provided a general overview of the minimum requirements and is not intended to be all inclusive of all ordinance and codes. Not all possible applications of the requirements are discussed. For clarification of your individual circumstances or general questions, please contact the Building Division at 407.518.2379 or permitting@kissimmee.org. Please note: lack of information provided may constitute as an incomplete submittal, thus delaying the review process.

<table>
<thead>
<tr>
<th>Project</th>
<th>Progressive Review Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>➢ Submittal of application and necessary documents</td>
<td>0-1 days</td>
</tr>
<tr>
<td>➢ Staff review *</td>
<td>0-1 days</td>
</tr>
<tr>
<td>➢ Registration issuance</td>
<td>0-1 days</td>
</tr>
<tr>
<td>Approximate Time of Review Total</td>
<td>0-2 days *</td>
</tr>
</tbody>
</table>

* Estimations may vary. Review time is dependent upon request type, 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**

<table>
<thead>
<tr>
<th>SUBCONTRACTOR</th>
<th>STATE REGISTRATION</th>
<th>STATE CERTIFIED</th>
</tr>
</thead>
<tbody>
<tr>
<td>- Public Liability &amp; Property Damage 100,000/25,000</td>
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<td>- Proof of Workmen’s Compensation or State of Florida Exemption</td>
</tr>
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<td>- Proof of Workmen’s Compensation or State of Florida Exemption</td>
<td>- Letter of Reciprocity</td>
<td>- Public Liability &amp; Property Damage 100,000/25,000</td>
</tr>
<tr>
<td>- Copy of valid Local BTR</td>
<td>- 5,000 Surety bond made out to the City</td>
<td>- Copy of State license</td>
</tr>
<tr>
<td></td>
<td>- Copy of valid Local BTR</td>
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</tr>
</tbody>
</table>

**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:**
9. Filing this application for a City license does not allow the applicant to operate or engage in any type of business until the City of Kissimmee issues a Business Tax Receipt. Any person, firm or corporation who shall engage in any occupation, business or profession without a license shall be cited in accordance with City Code. I swear the information contained above is true and correct to the best of my knowledge and that I am not in default under the provisions of this chapter or indebted or obligated in any manner to the City except for current taxes.

It is the contractor’s responsibility to provide the building division with updated copies of the State license(s), certificates of insurance, workmen’s compensation or exemptions. Permits may not be issued and inspections may not be held until updated information is provided.

I also understand that an Osceola County Business Tax Receipt must also be obtained (407-.343-4001)

__________________________________________________________________________________
Printed Name of Contractor __________________________ Signature of Contractor __________/____/____

The foregoing instrument was acknowledged before me this __________ day of _______________, 20________ by
__________________________________________________________________________________ (Name of person acknowledging). He/she is personally known to me or has produced (type of identification) ________________________________, as identification.

__________________________________________________________________________________
Notary Public – State of _________________________, _____________________________ County My Commission Expires: _______________

FOR OFFICE USE ONLY
Accepted By: ________________________ Reviewed By: ________________________ Registration Fee Due: ________________________

Date: ________________________ Date: ________________________ Date: ________________________