

City of Boca Raton

Code Compliance Division/Building



CITY HALL • 201 WEST PALMETTO PARK ROAD • BOCA RATON, FLORIDA 33432-3795 • PHONE: (561) 393-7930 FAX (561) 367-7049
INTERNET: www.ci.boca-raton.fl.us

***VOLUNTARY CONTRACTOR REGISTRATION INFORMATION**

****(NOTE: In accordance with the adoption of Ord. No. 4533, a contractor may voluntarily elect to have the City of Boca Raton maintain their records on file. No permits shall be issued to those contractors who elect not to register unless the required documentation is provided for each application for a building permit or related permit.)***

APPLICANT MUST PROVIDE COPIES OF THE FOLLOWING:

1. COPY OF PALM BEACH COUNTY CERTIFICATE OF COMPETENCY OR FLORIDA STATE CERTIFICATION

For Palm Beach County Certificate of Competency information, call 561-233-5525.

Located at: Palm Beach County Construction Industry Licensing Board
2300 Jog Road
West Palm Beach, FL 33406

2. COPY OF STATE REGISTRATION - You must be registered with the State of Florida also, as defined in FS 489.117 effective 10/1/92. (Required with certain Palm Beach County Certificate of Competency licenses.)

For State of Florida Registration information, call: 850-487-1395.

3. COPY OF OCCUPATIONAL LICENSE(S) FOR BUSINESS LOCATION - For PALM BEACH COUNTY

occupational license information, call: 561-355-2272.

Located at: 501 S. Congress Avenue
Delray Beach, FL

Directions: I-95 or Federal Highway, North to Linton Blvd, West to Congress Ave,
North to Complex - Located on East side of Congress Ave – the
Southernmost building of the complex.

4. INSURANCE REQUIREMENTS:

A. Not less than \$300,000 Liability in any one occurrence and \$50,000 Property Damage in any one occurrence. (Section 8-100 City of Boca Raton Code of Ordinances).

B. Worker's Compensation Insurance or State approved Certificate of Exemption.

CERTIFICATE OF INSURANCE MUST BE ADDRESSED TO:

City of Boca Raton / License Section

201 W Palmetto Park Rd

Boca Raton, FL 33432-3795

FAX NO. (561-367-7049)

5. NEW CONTRACTOR'S REGISTRATION FEE is \$38.00 or \$2.00 if you have Palm Beach County Countywide license.

6. CITY OF BOCA RATON BUSINESS OCCUPATIONAL LICENSE must be obtained prior to contractor registration for contractors with a place of business located within the City of Boca Raton limits. Proof of a current occupational license for the primary place of business or branch office must be provided at time of application.

PLEASE NOTE:

- Certificate of Competency, Occupational License, and Certificate of Insurance **must have** the **SAME business NAME**.
- Occupational License and Certificates of Insurance **must have** the **SAME business ADDRESS**.

FOR FURTHER INFORMATION - CALL 561-393-7937