



# COLUMBIA COUNTY BUILDING DEPARTMENT

135 NE Hernando Ave, Suite B-21, Lake City, FL 32055

Phone: 386-758-1008 Fax: 386-758-2160

\*\*Scan QR Code to  
complete application online.



## Florida Certified Contractors - No Filing Fee

With a valid Certified Contractors license the process for putting your license on file is simple. **If your license is a Florida Register Contractors License, do not use this form.**

We need to have these current (Not Expired) records listed below:

1. Copy of State License
2. Business phone number and cell number for the license holder
3. Certificate of Liability Insurance
4. Certificate of Workers Compensation Insurance; OR
5. Workers Compensation Exemption Card copy

a. If you provide Workers Comp Exemption card, **THEN WE ALSO NEED** a "Detail by Entity Name" printout from the Florida Department of State Division of Corporation (website: [www.sunbiz.org](http://www.sunbiz.org)).

**NOTE:** If you are Exempt but you have a policy for your employees, then provide a Workers Compensation Certificate for them.

## INSURANCE CERTIFICATE NOTE:

The Certificate Holder for all certificates (COI's) shall be made out to: Columbia County Building Department  
135 NE Hernando Ave.  
Lake City, FL 32055

\*\*\*Registrations are processed and completed online at:

<https://www.columbiacountyfla.com/PermitSearch/MyBNZPortalLogin.aspx> OR Scan QR Code above

## USE THE ABOVE CHECKLIST AND COMPLETE THE INFORMATION BELOW

Contractors Name: \_\_\_\_\_

Business Name: \_\_\_\_\_

Contractor Email: \_\_\_\_\_

Office Phone: (\_\_\_\_\_) Contractor Cell Phone: (\_\_\_\_\_)