



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).

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: () _____