# Village of Biscayne Park

**640 NE 114th Street**
**Biscayne Park, FL 33161**
Tel: 305 899 8000
Fax: 305 891 7241
**www.biscayneparkfl.gov**


# CONTRACTOR REGISTRATION

Contractors must register with the Village of Biscayne Park in order to obtain permits. The following requirements and documents must be presented and need to be VALID, LEGIBLE and CURRENT:

**Miami-Dade County Contractors:**

A. Miami-Dade County Building Code Compliance Card (both sides)
B. State of Florida registration (wallet size with signature on the back)
C. County and Municipal Occupational licenses from area of primary business.
D. Liability and Worker's Compensation Certificate of Insurance, showing the Village of Biscayne Park as the Certificate Holder.
E. Driver's license
F. Check in the amount of $35.00 made payable to the Village of Biscayne Park

**State of Florida Contractors:**

A. State license (wallet size with signature on the back)
B. Occupational license from area of primary business.
C. Liability and Worker's Compensation Certificate of Insurance, showing the Village of Biscayne Park as the Certificate Holder.
D. Driver's license
E. Check in the amount of $35.00 made payable to the Village of Biscayne Park

- All permit applications require the qualifier and property owner's notarized signature.
- If primary residency is outside the State of Florida, a copy of an out of state driver's license is required as proof of residency with a letter of authorization for the designee to register the qualifier on his/her behalf.
- Registrations must be renewed annually.

_____
NAME OF CONTRACTOR (Print)

_____
QUALIFIER'S SIGNATURE

_____
QUALIFIER'S NAME (Print)

State of _____, County of _____

Sworn to and subscribed before me this _____

day of _____, 20_____, by

_____

who is ☐ personally known to me, or ☐ produced a

valid form of ID _____

_____
NOTARY SIGNATURE AND STAMP

QUALIFIER'S NAME: _____

HOME ADDRESS: _____

OFFICE ADDRESS: _____

OFFICE PHONE: (_____) _____ FAX: (_____) _____

E-MAIL: _____