

## Registering your contractor license with Seminole County

To have your current license entered into the Seminole County Contractor Database, please review and submit the following required documents depending on your license type.

Please submit all of the requested information as a package to:

- Email: [BPCustomerService@SeminoleCountyfl.gov](mailto:BPCustomerService@SeminoleCountyfl.gov)
- Faxing to **407-665-7486**
- Upload to ePlan (if a task is available)
- In person at the Building Division office

### **CERTIFIED LICENSE HOLDERS**

- Completed [License Administration Form](#)
- Copy of valid State Contractor's License
- Proof of current Workers Compensation Insurance and General Liability Insurance (listing Seminole County 1101 E. 1<sup>st</sup> St. Sanford, FL 32771)

### **GAS LICENSE HOLDERS**

- Completed [License Administration Form](#)
- Qualifier's license for the individual
- Company's license issued from the State of Florida
- Proof of current Workers Compensation Insurance and General Liability Insurance (listing Seminole County 1101 E. 1<sup>st</sup> St. Sanford, FL 32771)

### **FIRE LICENSE HOLDERS**

- Completed [License Administration Form](#)
- License from the State of Florida Department of Financial Services Division of the State Fire Marshall
- Proof of current Workers Compensation Insurance and General Liability Insurance (listing Seminole County 1101 E. 1<sup>st</sup> St. Sanford, FL 32771)

### **BUSINESS TAX RECEIPT HOLDERS (Fences)**

- Completed [License Administration Form](#)
- Up-to-date Business Tax Receipt from your county
- Proof of current Workers Compensation Insurance and General Liability Insurance (listing Seminole County 1101 E. 1<sup>st</sup> St. Sanford, FL 32771)

Once all of the requested licensing information is prepared, please submit entire package to our office by one of the following options:

- Email: [BPCustomerService@SeminoleCountyfl.gov](mailto:BPCustomerService@SeminoleCountyfl.gov)
- Faxing to **407-665-7486**
- Upload to ePlan (if a task is available)
- In person at our office.

## Registering your contractor license with Seminole County

### **REGISTERED LICENSE HOLDERS - ONLY**

- Completed [License Administration Form](#)
- Proof of current Workers Compensation Insurance and General Liability Insurance (listing Seminole County 1101 E. 1<sup>st</sup> St. Sanford, FL 32771)
- Copy of Valid State license (if you have one)
- Letter of Reciprocity from your testing jurisdiction (the jurisdiction must send it directly to our office)

**Registered contractors must appear in person to sign your Competency Card. Please bring a valid Photo ID for issuance of the Competency Card**

If your license is other than listed above, please contact our office at **407-665-7050** for assistance.