



P.O. Box 707 • 705 N. Church Ave. • Mulberry, FL 33860
Phone: (863)-425-1125 x 237

**BUILDING DEPARTMENT
CONTRATOR / OWNER/BUILDER
REGISTRATION REQUIREMENTS**

The following items are required to register with the City of Mulberry Building Department in order to pull permits:

❖ **STATE CERTIFIED CONTRACTORS**

- Valid State License;
- Copy of Driver's License;
- Current Business Tax Receipt/License (for the business listed on the State license);
- General Liability Insurance (\$25,000.00 for one person and \$50,000.00 for more than one person in any one incident, and property damage insurance with minimum limits of \$10,000.00 for any one incident) with the City of Mulberry listed as the Certificate Holder;
- Worker's Compensation Coverage (or Valid Exemption Form).

❖ **STATE REGISTERED CONTRACTORS**

- Valid State License;
- Copy of Driver's License;
- Current Business Tax Receipt/License (for the business listed on the State License);
- General Liability Insurance (\$25,000.00 for one person and \$50,000.00 for more than one person in any one incident, and property damage insurance with minimum limits of \$10,000.00 for any one incident) with the City of Mulberry listed as the Certificate Holder;
- Worker's Compensation Coverage (or Valid Exemption Form);
- Municipal Board of Examiners Competency Card;
- \$10,000.00 Surety Bond, Payable to the City of Mulberry, P.O. Box 707, Mulberry, FL 33860.

❖ **OWNER/BUILDER (if applying for a permit)**

- Copy of Driver's License;
- Proof of Ownership;
- Owner Builder Affidavit (must be Notarized).