

Office of Planning and Development
Building Division
PO Box 9005, Drawer GM02
330 W. Church Street
Bartow, Florida, 33831-9005
863-534-6530



www.polk-county.net/aca
contractorlicensing@polk-county.net

State Certified Registration Form

Company Name: _____

License Holder Name: _____

Phone Number: _____

Mailing Address: _____

Email Address: _____

Do you want a trust account? Yes ___ No ___

Below is a list of items that is required to register any State Certified License with Polk County Building Division. There is no registration fee assessed for State Certified License holders.

1. Copy of current Business Tax Receipt/Occupational License from a county or city in the State of Florida.
2. Polk County's Contractor Construction Waste and Setback Acknowledgement form
3. General Liability Insurance Certificate
4. Workers comp insurance certificate or exemption in the license holder's name. **The Certificate holder portion of your insurance certificates read as follows:**

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5. Accela Associated User Form, is optional for the license holder to give others access to apply for permits with their license.