

**Town Of Longboat Key  
Building Division**

501 Bay Isles Road, Longboat Key, FL 34228  
PH: 941-316-1966, FAX: 941-316-1970

**CONTRACTOR & DESIGN  
PROFESSIONAL  
REGISTRATION FORM**

**NEW REGISTRATION OF LICENSE**                       **CHANGE TO EXISTING REGISTRATION**

PRINT OR TYPE CLEARLY

**PART 1: LICENSE INFORMATION** (COMPLETE ONLY THE SECTION APPLICABLE TO YOUR TYPE/CLASS OF LICENSE)

**FLORIDA CERTIFIED LICENSE:** (Certified Contractor, Licensed Architect, Licensed Engineer)

License number: \_\_\_\_\_, License copy must be attached  
Skip to Part 2, below

**FLORIDA REGISTERED LICENSE:**

State Statute 489 requires State Registered contractors to be locally licensed. The Town of Longboat Key is half in Manatee County and half in Sarasota County, and therefore, you must be licensed by Manatee and/or Sarasota county, depending on which part of the Town your project(s) is/are located in the Town.

License number: \_\_\_\_\_

The following licenses are attached to be registered:

- State (required);
- Manatee Certificate of Competency;
- Sarasota County Operating Certificate

Skip to Part 2, below

**COUNTY SPECIALTY LICENSE (MANATEE OR SARASOTA ONLY)**

The Town of Longboat Key is half in Manatee County and half in Sarasota County. A County Specialty license is recognized ONLY within the County where it was issued. Therefore, the Town will not transfer county issued licensed for work outside that portion of the Town that is within the issuing county.

Manatee Co. Specialty License number: \_\_\_\_\_, copy of license must be attached

Sarasota Co. Specialty License number: \_\_\_\_\_, copy of license must be attached

Skip to part 2, below

**PART 2, CONTACT INFORMATION**

Qualifier/License holder as shown on License: \_\_\_\_\_

Business name as shown on License: \_\_\_\_\_

Mailing Address for business above: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Qualifier's Phone ( ) \_\_\_\_\_, FAX ( ) \_\_\_\_\_, Cell ( ) \_\_\_\_\_.

Other contacts (identify): \_\_\_\_\_

**PART 3, AUTOMATIC NOTIFICATION AUTHORIZATION**

Automatic notification of inspection results, registration status and general information, such as code changes, is available to contractors. Notices can be sent to **FAX NUMBERS and/or E-MAIL ADDRESSES only**. *Fax lines must be dedicated -- not shared as a voice line!* Indicate below to where you want these messages to be sent.

**GENERAL NOTICES** (1 fax or e-mail only): \_\_\_\_\_

**REGISTRATION STATUS** (1 fax or E-mail only): \_\_\_\_\_

**INSPECTION RESULTS** (3 fax/E-mail numbers only): 1. \_\_\_\_\_

2. \_\_\_\_\_ 3. \_\_\_\_\_

**Signature of License Holder/Qualifier:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**BUILDING DIVISION  
TOWN OF LONGBOAT KEY**

501 Bay Isles Road  
Longboat Key, FL 34228

**REGISTRATION FORM  
CONTRACTORS &  
DESIGN PROFESSIONALS**

PH: 941-316-1966 FAX: 941-316-1970

**CERTIFICATES REQUIRED TO COMPLETE CONTRACTOR REGISTRATION:**

**STATE STATUTE 489.129 MAKES IT A VIOLATION** to perform contracting work in a name other than it appears on your state contractor's license. As per statutes, Worker's Compensation and General Liability insurance is required for the business shown on your license. Workers' Comp in the licensed business name is required for the qualifier/license holder.

<p><b>FOR: Certified State Contractor Registered State Contractor State Design Professional</b></p>	<p><b>FLORIDA STATE LICENSE</b></p>
<p><b>FOR: All TYPES of Contractors</b></p>	<p><b>GENERAL LIABILITY INSURANCE:</b></p> <ol style="list-style-type: none"> <li>1. Name of the insured must match the name(s) shown on your state (or local specialty) license.</li> <li>2. Must show as the certificate holder: Building Department, Town of Longboat Key, 501 Bay Isles Road, Longboat Key, FL 34228.</li> <li>3. Must show the qualifier's State contractor license number(s).</li> <li>4. Insurance coverage must meet Florida statutes &amp; Fla. Building Code.</li> </ol>
<p><b>FOR: All TYPES of Contractors</b></p>	<p><b><u>QUALIFIER'S (license holder's) PERSONAL WORKERS' COMPENSATION.</u></b></p> <ol style="list-style-type: none"> <li>1. If your licensed qualifier is personally covered under a policy/leasing company's policy, a Certificate of Insurance must:             <ol style="list-style-type: none"> <li>a) Contain in the Description of Operations the following statement: "[contractor's full name] is covered for workers' compensation under the above identified policy".</li> <li>b) Be sent to us directly from the insurance agent/carrier—fax is fine.</li> <li>c) Show as the certificate holder: Building Department, Town of Longboat Key, 501 Bay Isles Road, Longboat Key, FL 34228.</li> </ol> </li> <li>2. Or submit a copy of qualifier's current Workers' Comp Exemption Certificate.</li> </ol>
<p><b>FOR: All TYPES of Contractors</b></p>	<p><b><u>EMPLOYEES'/OFFICERS WORKERS' COMPENSATION.</u></b></p> <ol style="list-style-type: none"> <li>1. If some employees/officers are covered under a policy or a leasing company's policy, a certificate of insurance must be submitted as follows:             <ol style="list-style-type: none"> <li>a) Be sent to us directly from the insurance agent/carrier. Our fax is 941-316-1970.</li> <li>b) Show as the "certificate holder": Building Department, Town of Longboat Key, 501 Bay Isles Road, Longboat Key, FL 34228.</li> <li>c) Show insurance coverage meeting all Florida statutes and the Fla. Building Code.</li> </ol> </li> <li>2. If any officers have WC Exemption certificate(s), complete the Affidavit of Workers' Compensation Coverage and return with copies of exemptions.</li> <li>3. If you / your business has no employees/officers other than yourself, complete and return the Affidavit of Workers' Compensation Coverage.</li> </ol>
<p><b>FOR: State Registered Contractor Manatee Co. Specialty Contr. Sarasota Co. Specialty Contr.</b></p>	<p><b>SARASOTA AND/OR MANATEE COUNTY CONTRACTOR LICENSE(S).</b></p> <p>The appropriate county license is required depending on where the project site is located on Longboat Key. (Longboat Key is half in Manatee, half in Sarasota Co.):</p> <ol style="list-style-type: none"> <li>1. Manatee County Contractor License (Certificate of Competency)</li> <li>2. Sarasota County Contractor License (Operating Certificate)</li> </ol>