



STATE CERTIFIED CONTRACTORS PROCEDURES FOR REGISTERING LICENSE IN ST. JOHNS COUNTY

(Information can be emailed to: conlicen@sjcfl.us
or faxed to (904) 827-6847)

SEND COPIES OF THE FOLLOWING:

1. **State License.** Note: D/B/A and related company name on license **MUST** match corporate documents and insurance certificates provided to St. Johns County.
2. **Florida Division of Corporation document providing proof of Active Corporation and verifying company name.** (from www.sunbiz.org)
3. **Liability insurance certificate** (WITH ST. JOHNS COUNTY AS CERTIFICATE HOLDER – *see below*).
4. **Copy of Workers Compensation insurance certificate** (WITH ST. JOHNS COUNTY ASCERTIFICATE HOLDER – *see below*) **or Workers Compensation exemption** (EXEMPTION FOR LICENSE HOLDER ONLY).
5. **License Holder: Fully complete the State License Contact information form and sign.**

***** Please remember when you renew your state license, workers compensation and/or liability insurance you must provide St. Johns County with copies to avoid interruption in permitting or inspections. *****

**If you have any questions, call the St. Johns County Contractor Licensing
Department
(904) 827-6820**

**NOTE: INSURANCE CERTIFICATES MAY BE FAXED TO (904) 827-6847
OR EMAILED TO: CONLICEN@SJCFL.US**

**Certificate Holder:
St. Johns County Contractor Licensing
4040 Lewis Speedway
St. Augustine, Florida 32084**

**Building Department
4040 Lewis Speedway, St. Augustine, FL 32084
904.827.6800 | sjcfl.us**