



**PRIVATE PROVIDERS**  
**PROCEDURES FOR REGISTERING LICENSE(S)**  
**IN ST. JOHNS COUNTY**  
**INFORMATION REQUIRED FOR PRIVATE PROVIDERS**  
**(BUILDING CODE ADMINISTRATORS, ARCHITECTS AND ENGINEERS)**

1. Copy of State License (DBPR, NCARB or FBPE).
2. Liability insurance certificate **made out to St. Johns County as Certificate Holder.**
3. Private Provider Registration Form for **each person** registering.

**INFORMATION FOR PLAN REVIEWERS AND INSPECTORS**

1. Copy of State License(s).
2. Copy of DBPR Endorsements verifying scope of Licensure.  
(Print off of DBPR webpage is acceptable)
3. Private Provider Registration Form for **each person** registering.

If you have any questions, please call the St. Johns County Contractor Licensing Department  
(904) 827-6820 or e-mail [conlicen@sjcfl.us](mailto:conlicen@sjcfl.us)

**NOTE: INSURANCE CERTIFICATES MAY BE E-Mailed to [conlicen@sjcfl.us](mailto:conlicen@sjcfl.us)**  
**Or FAXED TO 904-827-6847**

**CERTIFICATE HOLDER MUST READ:**

**St. Johns County Contractor Licensing**  
**4040 Lewis Speedway**  
**St. Augustine, Florida 32084**  
**Phone: (904) 827-6820**  
[Contractor Licensing - St. Johns County \(sjcfl.us\)](http://www.sjcfl.us)

**Building Department**  
4040 Lewis Speedway, St. Augustine, FL 32084  
904.827.6800 | [www.sjcfl.us](http://www.sjcfl.us)