



THE VILLAGE OF NORTH PALM BEACH  
 COMMUNITY DEVELOPMENT DEPARTMENT  
 420 U.S. HWY 1 • SUITE 21 • NORTH PALM BEACH, FLORIDA 33408  
 PHONE 561.841.3365 • FAX 561.841.8242 • WWW.VILLAGE-NPB.ORG

# CONTRACTOR REGISTRATION

&

# LETTER OF AUTHORIZATION

Name of Business: \_\_\_\_\_

Qualifier Name: \_\_\_\_\_ Cell Number: \_\_\_\_\_

Address: \_\_\_\_\_  
 \_\_\_\_\_

Type of Contracting: \_\_\_\_\_

Telephone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_

E-Mail Address: \_\_\_\_\_

Website Address: \_\_\_\_\_

## AUTHORIZATION TO PICK UP PERMITS

I, \_\_\_\_\_, Qualifier, do hereby authorize the following persons to pick up building permits from the Village of North Palm Beach on my behalf. I understand that I will need to re-new this authorization annually with my registration and that this authorization is for pick up only; I will sign all Permit Applications personally. (Leave blank if not authorizing anyone to pick up permits.)

1. _____ Printed Name of Authorized Agent	3. _____ Printed Name of Authorized Agent
2. _____ Printed Name of Authorized Agent	4. _____ Printed Name of Authorized Agent

Qualifier Signature	Qualifier Printed Name	Date
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State of Florida, County of \_\_\_\_\_

The foregoing instrument was acknowledged before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_.

By means of physical presence / online notarization by:

\_\_\_\_\_  
 (Name of person making statement).

Who is personally known to me \_\_\_ or has produced identification \_\_\_

Type of Identification produced: \_\_\_\_\_

\_\_\_\_\_  
 (Signature of Notary)

**PLEASE SEE REVERSE SIDE FOR REGISTRATION REQUIREMENTS**



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## **CONTRACTOR REGISTRATION REQUIREMENTS**

### **STATE CERTIFIED/REGISTERED CONTRACTORS**

- North Palm Beach Registration Application/Letter of Authorization
- Copy of current State Certification or Registration
- Copy of Palm Beach County Certificate of Competency (**Does not** apply to State Certified)
- Copy of current County Business Tax Receipt located within the State of Florida
- Certificate of Insurance for Worker's Compensation\* (or Exemption from State of Florida)
- Certificate of General Liability Insurance\*

### **PALM BEACH COUNTY LICENSED CONTRACTORS**

#### **NOT REGISTERED with THE D.B.P.R.**

- North Palm Beach Registration Application/Letter of Authorization
- Copy of current Palm Beach County Certificate of Competency
- Copy of current Palm Beach County local Business Tax Receipt
- Certificate of Insurance for Worker's Compensation\* (or Exemption from State of Florida)
- Certificate of General Liability Insurance\*

### **PALM BEACH COUNTY LICENSED CONTRACTORS with**

#### **"COUNTYWIDE" BUSINESS TAX RECEIPT**

#### **NOT REGISTERED with THE D.B.P.R.**

- North Palm Beach Registration Application/Letter of Authorization
- Copy of current Palm Beach County Certificate of Competency
- Copy of current Palm Beach County Countywide Business Tax Receipt
- Certificate of Insurance for Worker's Compensation\* (or Exemption from State of Florida)
- Certificate of General Liability Insurance\*

### **LIMITED CERTIFICATE OF COMPETENCY**

- Same as Palm Beach County License, BUT these licenses can only be RENEWED, not issued new unless approved by the Building Official.

*\* ALL INSURANCE CERTIFICATES MUST LIST THE VILLAGE OF NORTH PALM BEACH AS THE CERTIFICATE HOLDER USING OUR NEW ADDRESS BELOW:*

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**PLEASE SEE REVERSE SIDE FOR REGISTRATION APPLICATION**

