



Town of South Palm Beach

3577 South Ocean Boulevard, South Palm Beach, Florida 33480

Phone.561-588-8889 Fax.561-588-6632

www.southpalmbeach.com

***** Please provide ONE of the following Licenses: *****

Due October 1st - Expires September 30th

****Important:** If you are NOT the Company Qualifier when registering a company, make sure you have a **NOTARIZED** letter on company letterhead, signed by the company qualifier, allowing you to submit all of the proper forms to the Building Department.

STATE "CERTIFIED" LICENSE: The following items are required:

- A Photostat copy of your Valid State "Certified" License.
- A current Certificate of Liability Insurance and Workers Compensation naming the Town of South Palm Beach as "Certificate Holder".
- A copy of the company qualifier Driver's License.
- A "**stamped**" self-addressed envelope only if doing the registration by mail.

PALM BEACH COUNTY; COUNTY-WIDE BUSINESS TAX RECEIPT: The following items are required:

- A Photostat copy of your valid Palm Beach County – County-Wide Business Tax Receipt
- Certificate of Competency from Palm Beach County
- A current Certificate of Liability Insurance and Workers Compensation naming the Town of South Palm Beach as "Certificate Holder".
- A copy of the company qualifier Driver's License.
- A "**stamped**" self-addressed envelope only if doing the registration by mail.

PALM BEACH COUNTY; COUNTY BUSINESS TAX RECEIPT: The following items are required:

- A Photostat copy of your valid Palm Beach County – County Business Tax Receipt.
- Certificate of Competency from Palm Beach County
- A current Certificate of Liability Insurance and Workers Compensation naming the Town of South Palm Beach as "Certificate Holder".
- A copy of the company qualifier Driver's License.
- A "**stamped**" self-addressed envelope only if doing the registration by mail.

HOME BUSINESS TAX RECEIPT: The following items are required:

- A Photostat copy of your valid Palm Beach County Business Tax Receipt
- A form letter signed by the President of the Condominium or a Board Member where the Home Business is located
- A copy of the Business Owner Driver's License

PLEASE COMPLETE THIS ANNUAL REGISTRATION APPLICATION FORM WITH THE TOWN OF SOUTH PALM BEACH PRIOR TO COMMENCING ANY WORK TO AVOID ANY PENALTIES.