

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

After filing out the Annual Business Registration form please provide the following from below:

The Town of South Palm Beach Contractor authorization form MUST be used for anyone besides the Qualifier to conduct business with 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 valid copy of the company qualifier **FLORIDA** Driver's License **OR**
 - Other State license **AND** Palm Beach County Business Tax Receipt.
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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 (for construction related work only)
 - A current Certificate of Liability Insurance and Workers Compensation naming the Town of South Palm Beach as "Certificate Holder".
 - A valid copy of the company qualifier **FLORIDA** Driver's License.
 - There is a \$2.00 fee per contractor decal.
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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 (for construction related work only)
 - A current Certificate of Liability Insurance and Workers Compensation naming the Town of South Palm Beach as "Certificate Holder".
 - A valid copy of the company qualifier **FLORIDA** Driver's License.
 - There is a \$2.00 fee per contractor decal.
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HOME- BASED 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 valid copy of the Business Owner **FLORIDA** Driver's License
 - There is a \$ 50.00 fee for Home-based Businesses.
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WE WILL ACCEPT A BUSINESS TAX RECEIPT FROM ANOTHER COUNTY ALONG WITH A PALM BEACH COUNTY CERTIFICATE OF COMPETENCY.
ALL CONTRACTORS/SUBCONTRACTORS MUST REGISTER REGARDLESS OF WHETHER A PERMIT IS BEING PULLED OR NOT.

Our Fiscal year is from October 1- September 30