

INSTRUCTIONS FOR CONTRACTOR LICENSE RENEWALS

CONTRACTOR LICENSING OFFICE HOURS ARE 8:00 A.M. TO 4:00 P.M.

Walk-ins will be handled on a first come-first served basis and take priority over applications sent by mail

DELINQUENT FEES

Delinquent fees apply to all contractors EXCEPT State Certified Contractors
If delinquent, contact the Contractor Licensing Team for amount to be added to the renewal fee
For mail-in renewals, Post Mark determines date submitted for purposes of delinquency
Contractors who have received their new State License/Registration may renew early

FOR REGISTERED AND SPECIALTY CONTRACTORS ONLY

Contractors may renew as INACTIVE 1 renewal cycle only. Requirements are 1) completed renewal application 2) copy of driver's license 3) copy of current State Registration (active or inactive) and 4) renewal fee. If you do not intend to work in your trade at this time, it is important to keep your license current (in an ACTIVE or INACTIVE status) in order to maintain your license. *If a license isn't renewed for more than 2 consecutive years, or if the license is "inactive" for more than 2 years, the licensee will be required to appear before the Board of Adjustment, Appeals and Examiners for reinstatement consideration and retesting may be required by the Board. Retesting is mandatory if license is not renewed within 5 years of expiration.*

HILLSBOROUGH COUNTY CODE COMPLIANCE BOND

Hillsborough County requires a "Continuous" \$5,000 Code Compliance Bond. If you have a Bond currently on file with you must furnish a "Bond Continuation" or other documentation from either the Insurance Agency or the Surety Company indicating the bond premium date paid through. This must be furnished regardless of the fact that the Bond is continuous until cancelled.

- Bonds are required of all ACTIVE Contractors
- A Power of Attorney from insurance company must be attached to all new bonds
- Bond and License must read the same (ex. John Doe, Individual or John Doe/Doe Construction)

TO ENSURE A QUICK AND EASY RENEWAL

1. **Completed application**
2. **Copy of State License** (State Certified and Registered Contractors only)
3. **Current Code Compliance Bond or Continuation Certificate or receipt of payment indicating bond paid through (date).** (see note above regarding Code Compliance Bonds)
4. Copy of License holder's current **Driver's License** (or State Photo I.D. card)
5. **Current Certificate of Workers' Compensation Insurance** (or exemption thereof)
6. **Certificate of Liability Insurance** (not less than \$100,000/\$300,000)
7. **Proper renewal fee** (checks made payable to Hillsborough County-BOCC) + delinquent fee if applicable
8. **Stamped, self-addressed envelope** if renewal is mailed in and to be mailed back
9. **License holder's signature on renewal form**

RENEWALS MUST BE COMPLETE AND MAILED OR HAND DELIVERED TO THE CONTRACTOR LICENSING TEAM AS ONE PACKET (FAXES ARE NOT ACCEPTABLE). ITEMS ARRIVING SEPARATELY WILL BE DISCARDED. BONDS AND CERTIFICATES OF INSURANCE MUST BE INCLUDED IN THE COMPLETE PACKAGE AND NOT MAILED OR FAXED FROM THE INSURANCE COMPANY TO THIS OFFICE. NEW BONDS MUST BE ORIGINAL, SIGNED AND SEALED.

Please contact the **Hillsborough County Contractor Licensing Office** at (813) 307-4561 or (813) 635-7312 if you have questions regarding the renewal of your license.



HILLSBOROUGH COUNTY CONTRACTOR RENEWAL APPLICATION

ANNUAL RENEWAL FEES – AFTER INITIAL REGISTRATION
STATE CERTIFIED, REGISTERED & SPECIALTY CONTRACTORS (\$70 YEAR)
JOURNEYMAN ELECTRICIANS and JOURNEYMAN PLUMBERS (\$35 YEAR)
MOBILE HOME, FIRE PROTECTION, & WELL DRILLERS (\$70 YEAR)
DELINQUENT FEES APPLY IF RENEWING AFTER CURRENT EXPIRATION DATE
(EXCEPT FOR STATE CERTIFIED CONTRACTORS)

It is the responsibility of the license holder to insure his/her license information is current (company name, address, e-mail address, phone and fax numbers, insurance information, etc). Hillsborough County does not issue reminder notices.

Applications will be returned if proper funds and attachments are not enclosed

Make checks payable to Hillsborough County-BOCC (Board of County Commissioners). If you would like your certificate mailed, please enclose a stamped, self-addressed envelope. Our mailing address is:

Hillsborough County Contractor Licensing
601 East Kennedy Blvd., 19th Floor
P.O. Box 1110
Tampa, FL 33601

_____ NAME OF LICENSE HOLDER	_____ COMPANY NAME (if qualifying a Company)
_____ HOME ADDRESS	_____ COMPANY ADDRESS
_____ CITY, STATE, ZIP CODE	_____ CITY, STATE, ZIP CODE
_____ HOME PHONE NUMBER	_____ COMPANY PHONE NUMBER
_____ E-MAIL (HOME OR OFFICE)	_____ FAX NUMBER
_____ CONTRACTOR LICENSE NUMBER	_____ SIGNATURE OF LICENSE HOLDER

The below authorization only applies if another person is processing this renewal on your behalf – signature must be notarized

I authorize _____ to renew my Certificate of Competency for Hillsborough County.

NOTARY PUBLIC

SIGNATURE OF LICENSE HOLDER

LICENSE NUMBER

STATE OF _____

COUNTY OF _____

Sworn to (or affirmed) and subscribed before me this _____, day of _____, 20____

by _____
(Printed or typed name of License Holder)

*Notary Seal
Or
Stamp*

(Signature of Notary)

Personally Known _____, OR Produced Identification

(Type of Identification Produced)

From the desk of
David Kennedy, Program Coordinator
Hillsborough County Contractor Licensing
601 E. Kennedy Blvd., 19th Floor
P.O. Box 1110
Tampa, Florida 33601

Ph: (813) 635-7312 Fax: 635-7367
e-mail: kennedyd@hillsboroughcounty.org
Member of Construction Licensing Officials of Florida, Inc.



MEMORANDUM

SUBJ: **WORKERS' COMPENSATION &
LIABILITY INSURANCE CERTIFICATES**

Information Required for Processing above certificates of insurance

1. **Producer:** upper left corner of Accord 25 form must include the Insurance agency's:

Name
Address
Phone number
Fax number (optional)

2. **Certificate Holder:** lower left corner of Accord 25 form must read:

Hillsborough County Contractor Licensing
601 E. Kennedy Boulevard, 19th Floor
P.O. Box 1110
Tampa, Florida 33601

3. **Contractor's Name** (not company name) **and license number** must be shown in the **"Description of Operations"** box above the "Certificate Holder" box.

4. **Out of State Companies:** the following must be stated in the description box:

"Covers all employees in the State of Florida"