Office of Planning and Development
Building Division
PO Box 9005, Drawer GM02
330 W. Church Street
Bartow, Florida, 33831-9005
863-534-6530

www.polkfl.gov
contractorlicensing@polkfl.gov

Mobile Home Installer Registration Form

Company Name:_____

License Holder Name: _____

Phone Number: _____

Mailing Address: _____

Email Address: _____

Below is a list of items required, and information related to registering any Florida Highway Safety and Motor Vehicle Mobile Home Installer licenses with the Polk County Building Division. The annual registration renewal fee is $25.00.

1. Copy of Current Business Tax Receipt/Occupational License from a county or city in the State of FL. If your county does not issue business tax receipts, you will need to acquire one. You can contact the Polk County Tax Collector's Office at www.polktaxes.com or 863-534-4700.
2. Polk County Contractor Construction Waste and Setback Acknowledgement form
3. General Liability Insurance Certificate with the correct certificate holder. (see below)
4. Workers Comp Insurance Certificate with the correct certificate holder OR a workers comp exemption in the license holder's name.
5. Copy of the license.
6. Accela Associated User Form, our optional form for the license holder to give additional permit applicants access to their license. We do not accept blanket power of attorneys. Permitting accounts for the applicants should be created at https://aca-prod.accela.com/polkco/Default.aspx before the form is submitted.
7. Once your paperwork has been processed online payment instructions will be sent back to you so you may pay your registration fee when it has been invoiced.

Certificate Holder for the insurances:
Polk County Building Division
330 W Church Street
Bartow, FL 33831