

Office of Planning and Development
Building Division
PO Box 9005, Drawer GM02
330 W. Church St.
Bartow, FL 33831-9005
(863) 534-6530



www.polkfl.gov/services/building
contractorlicensing@polkfl.gov

State Registered and County Specialty Registration Form

Company Name: _____

License Holder Name: _____

Phone Number: _____

Mailing Address: _____

Email Address: _____

Below is a list of items that are required to register any State Registered or County Specialty License with Polk County Building Division.

1. Copy of Polk County Contractor Construction Waste and Setback Acknowledgment form.
2. Copy of general liability insurance certificate.
3. Copy of workers' compensation insurance certificate or an exemption in the license holder's name. **The Certificate holder portion of your insurance certificates must read as follows:**

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4. Copy of Accela Associated User Form (optional): for the license holder to grant others access to apply for permits with their license.
5. Surety bond in the amount of \$5,000. (See county forms for surety bond verification form).

7. If you are registering for the first time, you will need a letter of reciprocity from your sponsoring municipality. The required score for the business law and trade examinations is a minimum of 75% in order to work in Polk County. In addition, you must be in good standing with your sponsoring municipality.
8. Residential, Trade, and County Specialty License have a \$150 two-year registration fee. Building contractors have a \$225 two-year registration fee. General contractors have a \$300 registration fee. If you are registering after June 1 during an even-numbered year, the fee will be half of the amount shown. Your registration must be renewed every 2 years (odd-numbered years) in conjunction with your license renewal.