



**BUILDING INSPECTION DIVISION
228 S. MASSACHUSETTS AVE.
LAKELAND, FLORIDA 33801
863-834-6012
TDD 863-834-8333**

REGISTRATION REQUIREMENTS

REGISTERED CONTRACTORS

The following are required in order to register your license with the City of Lakeland:

- 1) Qualifier to appear in person or a representative with a notarized power of attorney from qualifier, along with a clear copy of the qualifier's driver's license.
- 2) Current state certification
- 3) Current certificate of competency issued by the Polk County Building Inspection Department.
- 4) Current business tax receipt (formerly Occupational License) in the proper classification from municipality where your business is located.
- 5) Current certificate of insurance showing general liability coverage
- 6) Current certificate of insurance showing worker's comp coverage or current certificate of exemption.
- 7) Registration fee of \$50.00 (for 2 year period)

IMPORTANT – PLEASE NOTE

- Insurance certificate(s) **must read exactly as your state license.**
- We must be listed as the “Certificate Holder”→
City of Lakeland
Building Inspection Division
228 South Massachusetts Avenue
Lakeland, Florida 33801
- We will accept a fax of the insurance certificate provided your carrier mails the original immediately following. Our fax number is (863) 834-6091.