

A contractor shall complete an application for registration form with the Building Department, which shall be on a form prescribed by the Building Department which shall require in part the following information:

- A. Name
- B. Address
- C. Description of type of work being performed
- D. Qualifications
- E. Years of service/business
- F. Identification of all other licenses, registrations, certifications, etc., currently held.
- G. Identification of all the names and qualifications of all individuals who will be providing services under this registration.

The following documentation is required to obtain registration:

1. Completed Application
2. Proof of Insurance
3. Worker's Compensation
4. Bond
5. \$50.00 Registration Fee

All contractors must provide to the Building Department as part of the registration application either a Five Thousand Dollar (\$5,000.00) bond to insure full and complete compliance with all applicable Ordinances, rules, regulations, and/or laws at the local, state, and/or federal level.

Should you require a receipt, please send a self-addressed and stamped envelope with your application. Otherwise, the information will be kept on file in the office of the Building Department.