

CITY OF KEY WEST CONTRACTOR INFORMATION

CONTRACTORS BASED IN THE CITY OF KEY WEST

State Certified or Registered Contractors

- 1) Complete *Contractor (State-Licensed) Licensing Application*
 - a. Must indicate a commercial business address, or
 - b. Complete the *Mobile Service Addendum*
- 2) Copies of the following documents are required:
 - a. License from State of Florida (www.myfloridalicense.com) or other website as applicable
 - b. Liability insurance, and worker's compensation coverage or exemption
 - c. Lease or deed (commercial business addresses only)
- 3) Annual fee \$325 (pro-rated)

All other Contractors (Specialty Contractors)*

- 1) Complete *Contractor (Specialty) Licensing Application*
 - a. Must indicate a commercial business address, or
 - b. Complete the *Mobile Service Addendum*
- 2) Copies of the following documents are required:
 - a. Competency card and local Business Tax Receipt from any Florida jurisdiction
 - b. Liability insurance, and worker's compensation coverage or exemption
 - c. Lease or deed (commercial business addresses only)
- 3) Annual fee \$103 (pro-rated)

*All Specialty Contractors must have a competency card to indicate that he/she has passed the required testing for his/her trade. The City of Key West does not offer testing. Please contact the Monroe County Contractor License Coordinator at (305) 289-2583 for more information regarding testing.

CONTRACTORS BASED OUTSIDE OF THE CITY OF KEY WEST

State Certified or Registered Contractors

If the state license IS available through DBPR (FL Dept of Business & Professional Regulation):

- 1) Complete *Contractor Registration Application (Non-Key West Based/State DBPR Licensed)*
- 2) Copies of the following documents are required:
 - a. DBPR License
 - b. Liability insurance, and worker's compensation coverage or exemption
 - c. Local Business Tax Receipt from any Florida jurisdiction
- 3) No fee

The contractor will be registered with the City of Key West, and will not receive a City of Key West Business Tax Receipt. The contractor will be permitted to work in the City of Key West as long as the above referenced documents are kept updated in his/her registration file.

If the state license is NOT available through DBPR:

- 1) Complete *Contractor (State-Licensed) Licensing Application*
- 2) Copies of the following documents are required:
 - a. State of Florida license
 - b. Liability insurance, and worker's compensation coverage or exemption
 - c. Local Business Tax Receipt from any Florida jurisdiction
- 3) Annual fee \$325 (pro-rated)

All other Contractors (Specialty Contractors)

- 1) Complete *Contractor (Specialty) Licensing Application*
- 2) Copies of the following documents are required:
 - a. Competency card and local Business Tax Receipt from any Florida jurisdiction
 - b. Liability insurance, and worker's compensation coverage or exemption
 - c. Annual fee \$103 (pro-rated)

All forms can be downloaded at www.cityofkeywest-fl.com (Licensing Division – Licensing Forms)

Liability insurance and worker's comp certificates of insurance must indicate "City of Key West" as the certificate holder.

The above information is in accordance with sections 18-116 through 18-190, City of Key West Municipal Code and/or Florida State Statutes, Chapter 489 and section 205.065

Please contact us at licensing@cityofkeywest-fl.gov if you have any questions or need any additional information.