



THE VILLAGE OF NORTH PALM BEACH
 COMMUNITY DEVELOPMENT DEPARTMENT
 420 U.S. HWY 1 • SUITE 21 • NORTH PALM BEACH, FLORIDA 33408
 561.841.3365 • PERMITS@VILLAGE-NPB.ORG • WWW.VILLAGE-NPB.ORG

CONTRACTOR REGISTRATION & LETTER OF AUTHORIZATION

Name of Business: _____

Qualifier Name: _____ Cell Number: _____

Address: _____

Type of Contracting: _____

Telephone Number: _____ Fax Number: _____

E-Mail Address: _____

Website Address: _____

AUTHORIZATION TO PICK UP PERMITS

I, _____, Qualifier, do hereby authorize the following persons to pick up building permits from the Village of North Palm Beach on my behalf. I understand that I will need to re-new this authorization annually with my registration and that this authorization is for pick up only; I will sign all Permit Applications personally. (Leave blank if not authorizing anyone to pick up permits.)

1. _____ Printed Name of Authorized Agent	3. _____ Printed Name of Authorized Agent
2. _____ Printed Name of Authorized Agent	4. _____ Printed Name of Authorized Agent

_____ Qualifier Signature	_____ Qualifier Printed Name	_____ Date
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State of Florida, County of _____

The foregoing instrument was acknowledged before me this _____ day of _____, 20____.

By means of physical presence / online notarization by:

 (Name of person making statement).

Who is personally known to me ___ or has produced identification ___

Type of Identification produced: _____

 (Signature of Notary)

PLEASE SEE REVERSE SIDE FOR REGISTRATION REQUIREMENTS



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CONTRACTOR REGISTRATION REQUIREMENTS

STATE CERTIFIED/REGISTERED CONTRACTORS

- North Palm Beach Registration Application/Letter of Authorization
- Copy of current State Certification or Registration
- Copy of Palm Beach County Certificate of Competency (**Does not** apply to State Certified)
- Copy of current County Business Tax Receipt located within the State of Florida
- Certificate of Insurance for Worker's Compensation* (or Exemption from State of Florida)
- Certificate of General Liability Insurance*

PALM BEACH COUNTY LICENSED CONTRACTORS

NOT REGISTERED with THE D.B.P.R.

- North Palm Beach Registration Application/Letter of Authorization
- Copy of current Palm Beach County Certificate of Competency
- Copy of current Palm Beach County local Business Tax Receipt
- Certificate of Insurance for Worker's Compensation* (or Exemption from State of Florida)
- Certificate of General Liability Insurance*

PALM BEACH COUNTY LICENSED CONTRACTORS with

"COUNTYWIDE" BUSINESS TAX RECEIPT

NOT REGISTERED with THE D.B.P.R.

- North Palm Beach Registration Application/Letter of Authorization
- Copy of current Palm Beach County Certificate of Competency
- Copy of current Palm Beach County Countywide Business Tax Receipt
- Certificate of Insurance for Worker's Compensation* (or Exemption from State of Florida)
- Certificate of General Liability Insurance*

LIMITED CERTIFICATE OF COMPETENCY

- Same as Palm Beach County License, BUT these licenses can only be RENEWED, not issued new unless approved by the Building Official.

** ALL INSURANCE CERTIFICATES MUST LIST THE VILLAGE OF NORTH PALM BEACH AS THE CERTIFICATE HOLDER USING OUR NEW ADDRESS BELOW:*

**THE VILLAGE OF NORTH PALM BEACH
420 U.S. HIGHWAY 1, SUITE 21, NORTH PALM BEACH, FLORIDA 33408**

PLEASE SEE REVERSE SIDE FOR REGISTRATION APPLICATION

