

GENERAL INFORMATION

- State law requires that certain construction contractors must be certified by, or registered with, the Department of Business and Professional Regulation. Other contractors may require local, county or city licenses.
- Acting in the capacity of a contractor without the required license(s), or hiring an unlicensed contractor, are violations of state law, which could result in criminal prosecution.
- The contractor who needed a license and are most likely to be involved in your construction project include:
 - ⇒ Building (Class A, B, or C) ⇒ Gas or LP
 - ⇒ Electrical ⇒ Garage Door
 - ⇒ Air Conditioning ⇒ Siding, Windows and Doors
 - ⇒ Aluminum ⇒ Marine
 - ⇒ Irrigation ⇒ Demolition
 - ⇒ Alarm ⇒ Low Voltage
 - ⇒ Plumbing Roofing ⇒ Underground Utilities
 - ⇒ Pool Solar
- Generally, any significant work performed by the above referenced contractors will require a permit. Contact your local building department for further information regarding permitting.
- Licensed contractors are regulated by the Department of Business and Professional Regulation, Construction Industry Licensing Board, and local licensing boards. Contact your local building department should you wish to file a complaint against a licensed contractor.

HELPFUL PHONE NUMBERS

Dept. of Business & Professional Regulation
850-487-1395
<http://fcn.state.fl.us/dbpr>

Bureau of Investigative & Consumer Services
813-554-2229 - Tampa
407-245-0750 - Orlando

Municipal Board of Examiners of Polk County
863-533-0278

Local Building Departments

Polk County
 863-534-6080

Haines City
 863-421-3610

Auburndale
 863-965-5530

Lake Alfred
 863-291-5748

Bartow
 863-534-0100

Lake Hamilton
 863-439-1910

Davenport
 863-419-3300

Lake Wales
 863-678-4182

Dundee
 863-419-3100

Lakeland
 863-834-6011

Eagle Lake
 863-293-4141

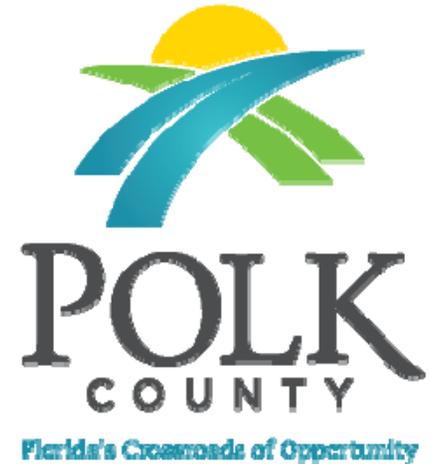
Mulberry
 863-425-1125

Fort Meade
 863-285-1100

Polk City
 863-984-1375

Frostproof
 863-635-7851

Winter Haven
 863-291-5695



Building Division Consumer Guide

For Building in Polk County



Polk County Building Division
P.O. Box 9005, Drawer GM02
Bartow Florida 33831-9005

Board of County Commissioners
<http://www.polk-county.net>



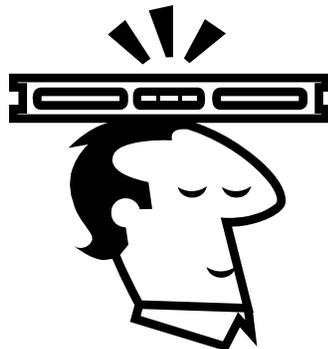
ALWAYS...

- Contact your local building department to determine if a permit is required for your building project.
- Verify that your contractor obtained the necessary permits, prior to beginning the project.
- Verify the license status of your contractor(s).
- Ask for, and check out, references of persons for whom the contractor has previously performed work.
- Obtain several detailed written estimates including: material specifications, completion time, and total cost.
- Get the complete, detailed agreement in writing. The agreement should contain:
 - Contractor's name, address, phone number and license number
 - Precise details of all work to be performed and materials to be supplied
 - Total cost for the work
 - Completion date and any warranty agreements
- Make sure you read and understand the agreement before signing. (You may wish to have an attorney review the contract before signing.)



BEWARE... OF CONTRACTORS WHO MAY:

- Solicit door to door.
- Request a large sum of money up front.
- Refuse to supply references
- Display, or present, only an occupational license.
- Inform you that no permit is necessary, or suggest that you obtain the necessary building permit(s).
- Offer to work only on weekends or evenings.
- Fail to present, or display, a state certification or registration number on all proposals, bids, contracts, or advertisements.
- Offer Verbal Contract only, or refuse to put **all terms** of the agreement in writing.
- Use high pressure sales tactics or offer a special discount price if you "act now."



CAUTION...

- The quality of your new home, addition, alteration, or remodeling project, will be determined by the quality of your contractor.
- If your project involves a substantial sum of money, or if a legal problem arises, you may want to seek the advice of an attorney,
- Failure to obtain the necessary permit(s) could result in fines, extra expenses incurred in correcting zoning and/or code violations, or even the removal of the structure.
- If the cost of your project exceeds \$2,500.00, a Notice of Commencement must be recorded with the Clerk of Courts.
- Failure to comply with the requirements of the Florida Construction Lien Law could result in you paying twice for materials and/or services. See your local building department for further details.

