

# 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 ne3ed 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



**POLK**  
 COUNTY

**Building and Codes Division**

**Consumer Guide**

For Building in Polk County



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

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



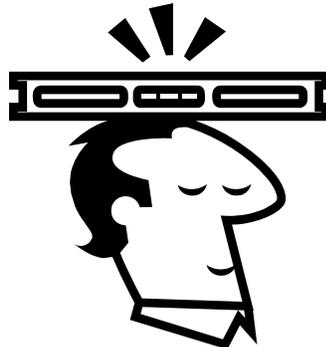
## ALWAYS...

- 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.

