

Office of Planning and Development
Building Division
PO Box 9005, Drawer GM02
330 W. Church Street
Bartow, Florida, 33831-9005
863-534-6530



www.polk-county.net/aca
contractorlicensing@polk-county.net

State Registered and County Specialty Registration Form

Company Name: _____

License Holder Name: _____

Phone Number: _____

Mailing Address: _____

Email Address: _____

Do you want a trust account? Yes ___ No ___

Below is a list of items that is required to register any State Registered or County Specialty License with Polk County Building Division.

1. Copy of current Business Tax Receipt/Occupational License from a county or city in the State of Florida.
2. Polk County's Contractor Construction Waste and Setback Acknowledgement form
3. General Liability Insurance Certificate
4. Workers comp insurance certificate or exemption in the license holder's name. **The Certificate holder portion of your insurance certificates read as follows:**

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5. Accela Associated User Form, is optional for the license holder to give others access to apply for permits with their license.
6. A Surety bond in the amount of \$5000.00 (See County forms for Surety Bond verification form).

7. If you are registering for the first time you will need a letter of reciprocity from your sponsoring municipality. The required score for the business law and trade examinations is a minimum of 75% or higher in order to work in Polk County; in addition you must be in good standing with your sponsoring municipality.
8. Residential, Trade, and County Specialty License have a \$150.00 two year registration fee. Building Contractors have a \$225.00 two year registration fee. General Contractors have a \$300.00 Registration fee. If you are registering after June 1st during an even year the fee will be half of the amount shown. Your registration must be renewed every two years (odd years) in conjunction with your license renewal.