



<b>STAFF USE ONLY</b>	
License No.	_____
Control No.	_____

## TOWN OF HAVERHILL

### PERMITTING AND LICENSING DEPARTMENT

4585 Charlotte Street, Haverhill, Florida 33417 561-689-0370 FAX 561-689-4317

### Contractor Registration

Pursuant to Section 16-1 of Chapter 16 of the Town of Haverhill Code of Ordinances, any person who does not have their business operation located within the corporate limits of the Town of Haverhill but comes within the corporate limits of the Town to carry on, complete, perform or engage in any type of business, is hereby required to register with the Town of Haverhill by filling out a registration form. Such person must provide a copy of a valid occupational license issued by another municipality and/or a county license indicating that he possesses a valid permanent office and must provide proof of insurance. A nominal registration fee shall be charged to cover administrative costs to register these additional businesses, occupations and professions; the amount of this registration fee shall be set forth by the Town Council.

Name Business: \_\_\_\_\_

Business Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Business Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Owner Name: \_\_\_\_\_

Owner Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Owner Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Certification Number(s): \_\_\_\_\_

Type of Business Performed: \_\_\_\_\_

In signing this application I hereby agree to abide by all Ordinances, Rules and Regulations pertaining to this subject, now or hereafter passed by the Town Council of the Town of Haverhill, or by any official empowered to issue such regulations.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**OFFICE USE ONLY:**

Date received \_\_\_\_\_ Yearly fee \_\_\_\_\_ County # \_\_\_\_\_

Approved by \_\_\_\_\_ Date \_\_\_\_\_

## Contractor Registration Checklist

Contractors that conduct business within the corporate limits of the Town of Haverhill must be registered with the Town. The following information will be required to register your company with the Town of Haverhill.

Copies of the following must be attached to the completed application:

1. County Business Tax Receipt for your business location.
2. Certificate of Competency (State and/or local certificates).
3. Certificate of Insurance showing general liability and workers' compensation  
NOTE: Town of Haverhill must be listed as the certificate holder.

Payment is based on the type of county Business Tax Receipt held, if you hold a Palm Beach County wide Business Tax Receipt, the fee will be \$2.00. If you have a county only Business Tax Receipt, the fee will be \$25.00. There is no charge for any State Certified Contractor.

NOTE: The Town of Haverhill does not send yearly renewal notices to contractors. It will be up to you to send us the required paperwork and payment each year to keep your company current with the Town.

**ALL CONTRACTOR LICENSE INFORMATION MUST BE CURRENT AND REGISTRATION PAID IN ORDER TO PULL BUILDING PERMITS OR TO REGISTER UNDER A PRIMARY PERMIT.**