



STAFF USE ONLY  
License No. \_\_\_\_\_

**TOWN OF HAVERHILL  
BUILDING DEPARTMENT**

**4585 Charlotte Street, Haverhill, Florida 33417 | 561-689-0370 Ext. 2**

**Please email to: [permits@townofhaverhill-fl.gov](mailto:permits@townofhaverhill-fl.gov) or drop off in person**

**Contractor & Private Provider Registration**

Pursuant to Section 16-1 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 State/County license indicating that he/she possesses a valid permanent office and must provide proof of insurance. If state certified, there will be no fee to register with the Town. If not, a one-time fee of \$25.00 will be required.

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

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

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

Business Phone: \_\_\_\_\_ Bus. Email: \_\_\_\_\_

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

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

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

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

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

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

In signing this application, I (Contractor or Business Owner) 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 \_\_\_\_\_ County # \_\_\_\_\_ Approved

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

# **Contractor & Private Provider 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.

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 each year to keep your company current with the Town.

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