

**STAFF USE ONLY**

License No. _____

Control No. _____

**TOWN OF HAVERHILL
PERMITTING AND LICENSING DEPARTMENT**

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

Please email to: permits@townofhaverhill-fl.gov or drop off in person.

Contractor 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 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.