



409 Fennell Blvd. Lady Lake, FL 32159  
Tel: (352)751-1511 Fax: (352)751-1514

## CONTRACTOR REGISTRATION REQUIREMENTS

Any contractor that submits an application for a permit must provide the following paperwork:

- Copy of State License
- Copy of Lake County Competency Card (required if registered and not State certified)
- Copy of Business Tax Receipt (issued from County the business operates in - if applicable)
- General Liability Certificate (made out to "The Town of Lady Lake")
- Workers Compensation Certificate (made out to "The Town of Lady Lake") or copy of Letter of Exemption
- A \$30 Annual Licensing Maintenance Fee (due by Sept. 30 each year)

The contractor must provide a physical address (no P.O. Boxes) and phone number for our records.

Paperwork can be submitted at time of application or faxed to our office at (352)751-1514.

Insurance certificates must come directly from the insurance company.

The license holder of the company is the only person authorized to pick up a permit unless he/she submits a notarized Power of Attorney for a different person or persons.

To acquire a Lake County Competency card contact the Lake County Licensing Department at (352)343-9653.