



REQUIREMENTS FOR CONTRACTOR'S RECORDS MAINTENANCE

Permitting will be delayed if required information is missing, illegible or expired.

- 1. Each Qualifier must have a completed Contractor's Records Maintenance Form**
- 2. State License and/or Broward County Certificate of Competency with corresponding State Registration**
- 3. Workman's Compensation Insurance**
- 4. General Liability Insurance bearing the following information:**
City of Sunrise
1607 NW 136th Avenue, Building B
Sunrise, Florida 33323
- 5. Business Tax Receipt for the City/County where the business is located**
- 6. Copy of the Qualifier's Government Issued Photo ID (i.e. Driver's License, Identification Card, etc.)**



TIME/DATE STAMP

CONTRACTOR'S RECORDS MAINTENANCE FORM

(The requested information is mandatory and may be provided in person or by mail)

QUALIFIER'S INFORMATION

Name _____

Home Address _____

City _____ State _____ Zip _____

Email _____ Cell # _____

BUSINESS INFORMATION

Company Name _____

Address _____

City _____ State _____ Zip _____

Phone # _____ Fax # _____

Email (For Permit Status Notification) _____

LICENSE AND INSURANCE INFORMATION

State Certified License # _____

Broward County Certificate of Competency # _____ Expiration Date _____

Name of Worker's Compensation Insurance _____ Insurance # _____

Name of Insurance Company _____

General Liability Insurance # _____ Expiration Date _____

EMERGENCY CONTACT

Name _____ Phone # _____

I hereby certify that the information above is true and accurate.

Print Name of Qualifying Agent

Signature of Qualifying Agent

STATE OF FLORIDA/COUNTY OF BROWARD

Sworn to and Subscribed before me this _____ day of _____, 20 _____,

By _____ who is personally known to me _____

or produced _____ as identification.

Notary Public

Print Name of Notary Public