



Town of South Palm Beach

3577 South Ocean Boulevard, South Palm Beach, Florida 33480

Phone.561-588-8889 Fax.561-588-6632

Website: www.southpalmbeach.com E-mail: permits@southpalmbeach.com

After filing out the Annual Business Registration form please provide the following from below: The Town of South Palm Beach Contractor authorization form MUST be used for anyone besides the Qualifier to conduct business with the Building Department.

STATE "CERTIFIED" LICENSE: The following items are required:

- ✓ A Photostat copy of your Valid State "Certified" License.
- ✓ A current Certificate of Liability Insurance and Workers Compensation naming the Town of South Palm Beach as "Certificate Holder".
- ✓ A valid copy of the company qualifier Florida Driver's License or
- ✓ Other State license and Palm Beach County Business Tax Receipt.

PALM BEACH COUNTY; COUNTY-WIDE BUSINESS TAX RECEIPT: The following items are required:

- ✓ A Photostat copy of your valid Palm Beach County – County-Wide Business Tax Receipt
- ✓ Certificate of Competency from Palm Beach County (for construction related work only)
- ✓ A current Certificate of Liability Insurance and Workers Compensation naming the Town of South Palm Beach as "Certificate Holder"
- ✓ A valid copy of the company qualifier Florida Driver's License.
- ✓ There is a \$2.00 fee per contractor decal

PALM BEACH COUNTY; COUNTY BUSINESS TAX RECEIPT: The following items are required:

- ✓ A Photostat copy of your valid Palm Beach County – County Business Tax Receipt.
- ✓ Certificate of Competency from Palm Beach County (for construction related work only)
- ✓ A current Certificate of Liability Insurance and Workers Compensation naming the Town of South Palm Beach as "Certificate Holder".
- ✓ A valid copy of the company qualifier Florida Driver's License.
- ✓ There is a \$2.00 fee per contractor decal

HOME-BASED BUSINESS TAX RECEIPT: The following items are required:

- ✓ A Photostat copy of your valid Palm Beach County Business Tax Receipt
- ✓ A valid copy of the Business Owner Florida Driver's License
- ✓ Complete the Town's Home-based Businesses Application Form
- ✓ \$50.00 Registration Fee

**THE TOWN WILL ACCEPT A BUSINESS TAX RECEIPT FROM ANOTHER COUNTY ALONG WITH A PALM BEACH COUNTY CERTIFICATE OF COMPETENCY.
ALL CONTRACTORS AND SUB-CONTRACTORS MUST REGISTER REGARDLESS OF WHETHER A PERMIT IS BEING PULLED OR NOT.**

The Town's Fiscal Year starts on October 1st and ends on September 30th



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ANNUAL BUSINESS REGISTRATION FORM

Name of Business:		Date:
Business Address:		
Phone:	Email:	
Classification of Business:		
Name of Owner/Qualifier/Other (please print):		
Signature of Company Qualifier:		

I agree for myself and my business not to engage in any criminal activities in conducting my business with the Town of South Palm Beach. I am authorized to make this statement and agree to cooperate with the Building Department and Palm Beach County Sheriff's Office (PBSO) in keeping South Palm Beach a safe place to live and work.

PLEASE RETURN IN PERSON, BY MAIL, FAX OR E-MAIL THE COMPLETED APPLICATION WITH ALL CORRESPONDING DOCUMENTS TO:

**TOWN OF SOUTH PALM BEACH
BUILDING DEPARTMENT
3577 SOUTH OCEAN BLVD.
SOUTH PALM BEACH, FL 33480**

The fiscal year begins October 1st and ends on September 30th

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