



VILLAGE OF PINECREST  
Building & Planning Department

## CONTRACTOR REGISTRATION REQUIREMENTS

- ▶ Contractor must have a permit with a status of “submitted” or “active” in order to register.
- ▶ State License or Certificate of Competency issued by Miami-Dade County.
- ▶ Qualifier must provide photo identification (i.e. driver’s license).
- ▶ Liability and Workers Compensation insurance naming the Village of Pinecrest as certificate holder:

**Village of Pinecrest**  
Building & Planning Department  
12645 Pinecrest Parkway  
Pinecrest, Florida 33156

- ▶ If State licensed:
  - Provide Occupational License from where your business is located.
- ▶ If Miami-Dade County licensed:
  - Provide Municipal Contractor’s Occupational License
  - Provide State Registered Contractor’s License

### NOTE:

To pick up and process permits, the qualifier may authorize an employee to do so. However, a letter on company letterhead must be submitted to the Village of Pinecrest naming and identifying the authorized individual.

In addition, a Florida Driver’s License is required when payment is made with a check.

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