



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 register a contractor, the qualifier may authorize an employee to do so. However, an original signed and notarized letter on company letterhead must be submitted to the Village of Pinecrest naming and identifying the authorized individual. Letter must be signed by the qualifier, be notarized, and be original in order to be accepted.

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

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