



CITY OF WESTLAKE

Building Department
4001 Seminole Pratt Whitney Road
Westlake, Florida 33470

Phone: (561) 530-5880

www.westlakegov.com

CONTRACTOR REGISTRATION FORM

COMPANY NAME _____

QUALIFIER NAME _____

COMPANY ADDRESS _____

CITY, STATE, ZIP CODE _____

COMPANY PHONE # _____

COMPANY FAX # _____

EMAIL ADDRESS _____

ITEMS REQUIRED FOR REGISTRATION

The qualifier must personally appear at this office to present his/her registration information.

Any sub-contractors hired by the registered contractor must also register with the city. It is the responsibility of the qualifier to insure that all subs are licensed; insured and registered with the City of Westlake.

- If the qualifier is not able to come to the office, he/she may send a representative with the required information with a notarized letter on company letterhead authorizing said representative by name to register on his/her behalf. The letter must be executed by a Notary Public. Registrations sent via fax or e-mail WILL NOT be accepted.
- State of Florida License or Palm Beach County Certificate of Competency with State Registration, if required. (If license lists out-of-state address, proof of Florida incorporation required)
- Certificate of liability insurance with the City of Westlake named as the certificate holder at the above address (the certificate must show insurance valid in Florida)

- Proof of worker's compensation insurance with the City of Westlake named as the certificate holder at the above address (the certificate must show insurance valid in Florida) or proof of State of Florida Worker's Compensation Exemption
- Copy of Business Tax Receipt (formally known as "Occupational License") from any Florida county or municipality
- Photo identification (driver's license) of qualifier or representative (This is only to verify the person that is present. We do not require a copy.)
- \$26.00 file maintenance fee