



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 _____

IN WITNESS WHEREOF, Applicant has executed this Acknowledgment on the date indicated below.

For Applicant By: (printed name) Signature Date

STATE OF FLORIDA

County of: _____

The foregoing instrument was acknowledged before me this _____ day of the month of _____ during the year of _____.

Said person is personally known to me or produced other identification, to wit:

Notary Public _____
Signature

Print Notary Name

ITEMS REQUIRED FOR REGISTRATION

Any sub-contractors hired by the registered contractor must also register with the city. It is the responsibility of the qualifier to ensure that all sub-contractors are licensed; insured and registered with the City of Westlake. Properly executed applications may be submitted via mail (Application must be notarized) along with \$40.00 application fee (paid via check or money order) or hand delivered to the City with payment by Check, Money order, or Credit Card. No Cash Accepted.

- Current State of Florida License and/or Palm Beach County Certificate of Competency with State Registration, if required.
- Certificate of liability insurance, current and valid in the State of Florida.
Listed as certificate holder:
City of Westlake
4001 Seminole Pratt Whitney Road
Westlake FL 33470
- Certificate of workers compensation insurance, current and valid in the State of Florida.
Listed as certificate holder:
City of Westlake
4001 Seminole Pratt Whitney Road
Westlake FL 33470
or proof of State of Florida Worker's Compensation Exemption
- Copy of Current Business Tax Receipt (formally known as "Occupational License") from any Florida county or municipality
- \$40.00 file maintenance fee due annually.
- It is the responsibility of the contractor to ensure that their registration remains in good standing with the City of Westlake-current copies of all the above documents need to be provided prior to expiration date(s).
- Renewal
Contractor shall ensure that current and acceptable copies of all the above documents are on file with the City.
Renewal fee of \$40.00 is due prior to expiration of contractor registration.
Expiration date is based by date of initial application.
- Registration Lapse
If your contractor registration has lapsed for any reason, prior to reactivation a \$25 fee is due, in addition to \$40.00 renewal fee.