



Contractor Registration Instructions

City of Atlantic Beach Building Division

800 Seminole Road

Atlantic Beach, FL 32233

Phone: (904) 247-5826 **Email:** Building-Dept@coab.us

In order to apply for a building permit, you must submit the following documentation via email, mail, or in person:

1. **Current State Certified or Registered Contractor's License**, Duval County Trades Qualifying Board License, or a Florida Department of Agriculture and Consumer Services License.
2. **Current Business Tax Receipt** (For the City and/or County where your business is physically located).
3. **Current Certificate of Liability Insurance** (Certificate holder: City of Atlantic Beach, 800 Seminole Road, Atlantic Beach, FL 32233).
4. **Current Certificate of Worker's Compensation Insurance, or Worker's Compensation Exemption*** if applicable (Certificate holder: City of Atlantic Beach, 800 Seminole Road, Atlantic Beach, FL 32233).
5. **PLEASE UPDATE PHONE NUMBERS, EMAILS, & MAILING ADDRESSES.**

All items 1-4 must be submitted and current in order to apply for a building permit. Permit applications will be returned on the spot if these criteria are not met.

***Note:** If A Certificate of Worker's Compensation Exemption is submitted, you must submit proof of exemption or coverage for every qualifying agent of the company. We will require proof of Worker's Compensation Insurance if every person performing the permitted work is not covered under an exemption.