

**CITY OF LYNN HAVEN**

**Building Department**

Phone: (850) 265-2121 X 2135

[inspections@cityoflynnhaven.com](mailto:inspections@cityoflynnhaven.com)

[buildingdepartment@cityoflynnhaven.com](mailto:buildingdepartment@cityoflynnhaven.com)

**CONTRACTOR CREDENTIALS TO PULL PERMITS**

Business Name: \_\_\_\_\_

Contractor's Name: \_\_\_\_\_ Contact #: \_\_\_\_\_

Business Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Business Preferred Office Contact Name: \_\_\_\_\_

Business Preferred Office Contact #: \_\_\_\_\_

**CERTIFIED STATE LICENSE HOLDERS**

1. Copy of Florida State License
2. Copy of Sunbiz Registration (Sunbiz.org)
3. Copy of Certificate Liability Insurance  
(Should state City of Lynn Haven 817 Ohio Ave., Lynn Haven, FL 32444-2351 as certificate holder)
4. Copy of Worker's Comp Insurance or Exemption Certificate  
(Should state City of Lynn Haven 817 Ohio Ave., Lynn Haven, FL 32444-2351 as certificate holder)
5. Business Tax Receipt / Occupational License (bysinesstax@cityoflynnhaven.com)
6. Need a Letter Signed and Notarized by State License Holder on Company  
Letterhead Naming the Persons who are Authorized to Pull Permits Under his/her  
License
7. Copy of Driver's License

**REGISTERED STATE LICENSED HOLDERS**

1. All Items Listed Above are Required in Addition to the Following
  2. Original \$5,000.00 Bond Made Payable to City of Lynn Haven
  3. Current Bay County Competency Card
  4. City of Lynn Haven Competency Card  
(City of Lynn Haven Competency Card will expire the same date DBPR State License expiration date  
indicates)
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Office Use Only:    Customer #: \_\_\_\_\_ Date: \_\_\_\_\_

