



CITY OF MARY ESTHER

195 Christobal Road N. Mary Esther, Florida 32569
Telephone (850) 243-3566 Ext.10 Fax (850) 243-0736
Email: Licenses@Cityofmaryesther.com

CONTRACTOR TRACKING CERTIFICATE APPLICATION

Under the provisions of Chapter 13 Sections 13-26 through 13-30, Mary Esther Code of Ordinances, entitled "Licenses and Business Regulations", all service contractors, specialty contractors and construction industry contractors, whether state certified or not, shall be required to register with the City as a contractor and purchase a City tracking certificate. Certificates are valid October 1 through September 30 of each year and must be renewed annually.

The following shall be provided to process the application:

- (1) A copy of the contractor's valid driver's license or other state/government issued ID
- (2) Signed hold harmless agreement
- (3) A copy of all applicable State of Florida construction, business or service licenses
- (4) A copy of the current workers compensation certificate or exemption
- (5) A certificate of liability insurance
- (6) A copy of your Okaloosa County competency license if you are a state registered contractor or possess a local specialty construction license in Okaloosa County
- (7) A copy of your State of Florida Division of Corporations business name filing (sunbiz.org)
- (8) \$20.00 annual fee

The City of Mary Esther shall be listed as a certificate holder for both your certificate of liability insurance and workers compensation certificate.

BUSINESS INFORMATION

Company Name or DBA: _____

Physical Business Address: _____

Mailing Address: _____

Phone Number: _____ Fax Number: _____

Email: _____

Nature of Business: _____

State License Number: _____ (Can be found @ myfloridalicense.com)

Okaloosa County Competency License Number (if applicable): _____

OWNER INFORMATION

Owner Name: _____ Phone Number: _____

Address: _____

Driver's License or Identification Card # _____ State: _____

HOLD HARMLESS AGREEMENT

The contractor, for and in consideration of a building permit issued by the City of Mary Esther, agrees to indemnify and hold harmless said City of Mary Esther, its officers and agents, from all claims, damages or expenses that the City of Mary Esther may be liable for which arise from the construction or doing of any work by the contractor within the City of Mary Esther.

The contractor agrees to deliver to the Inspection Department of the City of Mary Esther a certificate of insurance evidencing coverage for this Hold Harmless Agreement and showing the City of Mary Esther as an additional insured, and which further requires 10 days' notice to the City of Mary Esther of any cancellation or reduction in coverage. Said certificate, evidencing insurance coverage for the city, shall be presented prior to the start of any work or construction on the project for which a building permit is to be issued.

Printed Name of Contractor _____

Signature of Contractor _____

Date: _____

STATE OF FLORIDA
COUNTY OF _____

The foregoing instrument was acknowledged before me this _____ day of _____,
20____, by _____ who is ___ personally known OR
___ produced Identification. Type of Identification Produced _____

- Notarized through physical presence
- Notarized through remote online notarization

(Seal)

Notary Public