

CITY OF FLORENCE
MISSISSIPPI
CONTRACTOR & SUB-CONTRACTOR REGISTRATION FORM

Please complete this form and provide the required documents (listed below) to be added to the City of Florence registered contractor's database. Completed forms can be submitted in person at the City Hall at 203 College Street, Florence, MS 39073 or mailed to P.O. Box 187, Florence, MS 39073.

Registration Types: The City of Florence requires that the following types of contractor/trades be registered before a permit can be issued (check all that you are applying to register).

\$26 registration fee applies to each (includes State of MS Archive Assessment)			
	General Contractor		Mechanical Contractor
	Residential Builder		Electrical Contractor
	Remodeler		Plumbing and Gas Contractor
	Roofing Contractor		Sign Installation Company
	Swimming Pool Contractor		Other:

Documents required:

- _____ Completed registration form (a new form should be completed annually or whenever there has been a change within the registering company).
- _____ Copy of the State of Mississippi Board of Contractors Certificate of Responsibility.
- _____ Declaration Page of the General Liability Policy.
- _____ Performance bond in the amount of \$5,000 payable to the City of Florence, MS conditioned upon such contractor complying with all ordinances and regulations of the city and the statutes of the state.

Authorized signers:

To allow others to obtain permits on behalf of the register company, documentation, in the form of a letter on company letter head or listed on the registration form, must be on file with the city.

Company Name:		Owner:	
Email Address:			
License Holder's Name:			
License Number:		Expiration Date:	
Company Address:			
City:		State:	Zip:
Phone:		Cell:	
Persons who are authorized to obtain permits: (leave blank if no one is authorized but the license holder).			
1)			
2)			
3)			
License Holder's Signature:			