

**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 contractors/trades be registered before a permit can be issued (check all that you are applying to register).

<b>\$25 registration fee applies to each</b>			
	General Contractor		Mechanical Contractor
	Residential Builder		Electrical Contractor
	Remodeler		Plumbing and Gas Contractor
	Roofing Contractor		Sign Installation Company
	Swimming Pool Contractor		Other:

**Documents required:**

- \_\_\_\_\_ Complete registration form (a new form should be completed annually or whenever there has been a change in within the registering company).
- \_\_\_\_\_ Copy of MS Certificate of Responsibility or a valid license issued by the State of Mississippi or a Mississippi municipality.
- \_\_\_\_\_ Declaration Page of the General Liability Policy
- \_\_\_\_\_ Performance bond in the amount of \$5,000 payable to the City of Florence, Mississippi conditioned upon such contractor complying with all ordinances and regulations of the city, and the statutes of the state.
- \_\_\_\_\_ Annual registration fee of \$25 (per registered trade) payable to the City of Florence.

**Authorized signers:** To allow others to obtain permits on behalf of the registered 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.

<b>Company Name:</b>		<b>Owner:</b>	
<b>Email Address:</b>			
<b>License Holder's Name:</b>			
<b>License Number:</b>		<b>Issued by:</b>	<b>Exp date:</b>
<b>Company Address:</b>			
<b>City:</b>		<b>State:</b>	<b>Zip:</b>
<b>Phone:</b>	<b>Cell:</b>	<b>Fax:</b>	
<b>Persons who are authorized to obtain permits: (leave blank if no one is authorized but the license holder)</b>			
1)			
2)			
3)			
License Holder's Signature:			