



Board of County Commissioners

DEPARTMENT OF DEVELOPMENT SERVICES

Web Address: http://www.bocc.citrus.fl.us/devservices/building/building_division.htm

Toll Free (352) 489-2120 • TTY (352) 527-5312

Main Line: (352) 527-5310 Fax: (352) 527-5317

FAX TRANSMISSION INFORMATION

ITEMS NEEDED TO UPDATE OR FOR NEW STATE CERTIFIED CONTRACTORS ONLY

Date: _____

Mail To: Citrus County Building Division

3600 W. Sovereign Path

To: _____

Suite 111

Lecanto, FL 34461

From: _____

Attn: Licensing Department

Please complete the attached form and either fax, mail, or bring in the following:

1. Copy of Current State Certificate License
2. Copy of Current Worker's Comp or Worker's Comp exempt form
3. Copy of Liability Insurance – **(on Insurance and W/comp – certificate holder must be made out to Citrus County Building Division – see address on letterhead)**
4. Copy of Home Base Business Tax Receipt (Formally known as Occupational License)
5. Copy of Qualified Business License (State Registered or State Certified)
6. Copy of License holder Driver's License for I.D. purposes
7. **Complete attached // Qualifying Contractor only must sign & be notarized**
8. **Bi-Annual maintenance and record keeping fee _____ Payable a initial registration and set-up per year.
Checks should be payable to: "Board of County Commissioners".**

If you have any questions, please feel free to contact Contractor Licensing Section (352)527-5310

*****State Certified Contractors maintenance and record keeping fee is optional. Otherwise you will need to present and show all of the above items (1 thru 6) with each permit application package each time that you pull a permit or as a sub-contractor signing on a permit.**