



## **BUILDING DEPARTMENT**

### **REQUIREMENTS FOR CONTRACTORS/SUBCONTRACTORS**

The following documents are required to be filed with the Building Department for all contractors that wish to work within the City of Davenport.

#### **For “CERTIFIED” Contractors**

1. Copy of your current State of Florida Contractor’s License
2. Proof of General Liability Insurance in the form of a Certificate of Insurance with the City of Davenport listed as the Certificate Holder.
3. Proof of Workers’ Compensation & Employers Liability Insurance in the form of a Certificate of Insurance with the City of Davenport listed as Certificate Holder or a copy of your “Workers’ Compensation” EXEMPTION

#### **For “REGISTERED” Contractors**

1. Copy of your current State of Florida Contractor’s License
2. Copy of your Municipal Board of Examiners of Polk County Competency Card (MBOE)
3. Proof of General Liability Insurance in the form of a Certificate of Insurance with the City of Davenport listed as the Certificate Holder.
4. Proof of Workers’ Compensation & Employers Liability Insurance in the form of a Certificate of Insurance with the City of Davenport listed as Certificate Holder or a copy of your “Workers’ Compensation” EXEMPTION

The Building Department retains a virtual folder for each contractor that is working within the city limits of Davenport.

All the above documents should be emailed to our Building Department.

Aleeta R. Hall, Permit Coordinator (ext. 142)

[ahall@mydavenport.org](mailto:ahall@mydavenport.org)

Wendy Odenkirk, Permit Clerk (ext. 128)

[wodenkirk@mydavenport.org](mailto:wodenkirk@mydavenport.org)

If you have any further questions, do not hesitate to call the Building Department at 863/419-3300 at either of the extensions listed above.

Physical Address:

City of Davenport – Building & Planning Department

1 South Allapaha Avenue

Davenport, FL 33837