



City of Miami
BUILDING DEPARTMENT

CONTRACTOR'S QUALIFICATION ANNUAL DATABASE INFORMATION

Please provide us with copies of the following documents:

STATE and/or MIAMI-DADE REGISTERED QUALIFIERS

- Dade County Registration and/or Certificate of Competency
- Qualifier's Driver's License
- Qualifier's Social Security number (last 4 digits)
- Business Occupational License
- Municipal Contractor's Occupational License
- Liability Certificate of Insurance
- Worker's Compensation Certificate of Insurance
- EIN # of the Company
- Company Address, Email and Phone Number

STATE CERTIFIED QUALIFIERS

- State License (DBPR)
- Qualifier's Driver's License
- Qualifier's Social Security number (last 4 digits)
- Business Occupational License
- Liability Certificate of Insurance
- Worker's Compensation Certificate of Insurance
- EIN # of the Company
- Company Address, Email and Phone Number

As of October 1, 2009, Qualified Business licenses are no longer required. You are not required to renew or maintain the Qualified Business license.

PLEASE NOTE:

- A \$25.00 Non-Refundable annual contractor database fee will be charged for ongoing update of Contractor's certification and insurance records.
- Company address and phone numbers are needed to accurately maintain our records.
- Certificate of Insurance must name the City of Miami as a certificate holder.
- To obtain a permit, all documents must be up to date.
- **Documents can be mailed or faxed to:**
City of Miami (Permits Division)
444 SW 2 Avenue, 4th Floor
Miami, FL 33130
(305) 416-1143 (info)
(305) 416-2158 (fax)