



st.petersburg
www.stpete.org

One Fourth Street North
St. Petersburg, FL 33701
(727) 893-7231/subcontractorcards@stpete.org

City of St. Petersburg
Planning & Development Services
Construction Services & Permitting

CONTRACTOR AFFIDAVIT

Updated July 17, 2024

**PLEASE COMPLETE THIS FORM IN ITS ENTIRETY AND RETURN
VIA E-MAIL TO: subcontractorcards@stpete.org (preferred method) or VIA
U.S. MAIL TO: City of St. Pete, Construction Services, P.O. Box 2842, St. Pete, FL 33731**

This form will be used to obtain permits and receive notifications. Please see page two for additional registration requirements.:

Qualifier Name

Type of Contractor

Company Name (If applicable)

State License Number

Mailing Address

PCCLB License Number (If applicable)

Mailing City, State, Zip

Business Tax License (If applicable)

Phone Number

Receive inspection timeframes by text?
YES NO Cell # _____

Email

If YES, list cell carrier _____

PLEASE LIST NAMES OF PERSONS AUTHORIZED TO OBTAIN PERMITS:

I certify that the above information is true and correct.

Signature of Qualifier: _____ Date: _____

STATE OF FLORIDA
COUNTY OF _____

Sworn to (or affirmed) and subscribed before me by means of physical presence or online notarization, this day of _____, ____ (year), by _____ (name of person making statement), who is Personally Known OR Produced Identification. Type of Identification Produced _____.

Signature of Notary: _____ Stamp: _____



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Instructions for registering your contractor license with the City of St Petersburg.

If you are a **state certified contractor**, we will require:

- A completed contractor affidavit form (page one of this document).
- A copy of your certified state contractor license.
- Proof of your general liability insurance showing City of St. Petersburg as the certificate holder, as shown below, with the required minimum amount of general liability and property damage as provided in Florida Administrative Code R. 61G4-15.003. Please see page 3 for details.
- Proof of your workers' compensation (§440.103) showing City of St. Petersburg as the certificate holder, as shown below, OR your workers' compensation exemption (§440.05).
- If your business is located within city limits, your current business tax license.

If you are a **specialty contractor licensed through PCCLB**, we will require:

- A completed contractor affidavit form (page one of this document).
- A copy of your PCCLB license.
- If your business is located within city limits, your current business tax license.

Please note: The certificate holder for insurance certificates should be made out to

City of St. Petersburg
Construction Services
Contractor Registration
P.O. Box 2842
St Petersburg, FL 33731

Please return all required documents to:

In person:

Municipal Services Center
Construction Services &
Permitting
One 4th St N
St. Petersburg, FL 33701

By Mail:

City of St. Petersburg
Construction Services
Contractor Registration
P.O. Box 2842
St Petersburg, FL 33731

By Email:

Subcontractorcards@stpete.org

For questions, please contact 727-893-7231.



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Information and helpful links.

General liability minimum coverage requirements: Please see the table below, as provided in Florida Administrative code 61G4-15.003, for minimum coverage amounts. Please note that contractors certified with PCCLB may have different coverage requirements.

	Liability	Property Damage
General Contractor	\$300,000	\$50,000
Building Contractor	300,000	50,000
Residential Contractor	100,000	25,000
Sheet Metal Contractor	100,000	25,000
Air Conditioning Contractor	100,000	25,000
Contractor		
Roofing Contractor	100,000	25,000
Mechanical Contractor	100,000	25,000
Pool Contractor	100,000	25,000
Plumbing Contractor	100,000	25,000
Underground Utility and Excavation Contractor	100,000	25,000
Solar Contractor	100,000	25,000
Pollutant Storage System	100,000	25,000
Specialty Contractor		
Specialty Contractors, Unless specified otherwise	100,000	25,000

Helpful Links:

Pinellas County Construction Licensing Board: <https://www.pcclb.com/>

Florida Department of Financial Services Worker's Compensation Exemption:

<https://www.myfloridacfo.com/Division/WC/>

Florida Department of Business & Professional Regulation: <https://www2.myfloridalicense.com/>

Florida Administrative Code R. 61G4-15.003:

<https://www.flrules.org/gateway/ruleno.asp?id=61G4-15.003>

The 2023 Florida Statutes (Including Special Session C), Chapter 440, Workers' Compensation:

http://www.leg.state.fl.us/statutes/index.cfm?App_mode=Display_Statute&URL=0400-0499/0440/0440ContentsIndex.html