



CONTRACTOR REGISTRATION

Community Development Dept. | 9220 Bonita Beach Road, Ste. 111 | Bonita Springs, FL 34135 | (239) 444-6150 | permitting@cityofbonitaspringscd.org

The City of Bonita Springs Building Department is requiring registration from contractors who will be applying for building permits in the City of Bonita Springs.

The documents necessary for registration include:

- Copy of an Active State License or Lee County Competency Card
- Proof of Liability Insurance*
- Proof of Workman’s Compensation Insurance* Or Workers comp Exempt Certificate

***Please send copies of new or updated Licensing documentation to permitting@cityofbonitaspringscd.org.**

Note: City of Bonita Springs needs to be listed as a Certificate Holder (for notification purposes only).

City of Bonita Springs
 9220 Bonita Beach Rd, Suite 111
 Bonita Springs, FL 34135

The Contractor or Authorized Agent may bring these documents to the Community Development Department when applying for the first building permit. Registration will be completed right over the counter and documents will be filed.

Contractors who designate Authorized Agents to apply for and pull permits, must complete the Authorized Agent Affidavit (see next page) and have it submitted to the Community Development when applying for the first permit. Updating registration information will be performed in the same manner.

Please complete this form, then submit the items above and an updated authorized agent affidavit (if applicable) to permitting@cityofbonitaspringscd.org.

- Contract (License Holder) Information:
 - Contractor’s Name: _____
 - License Number: _____
 - Signature: _____
- Company Information:
 - Company Name: _____
 - Address: _____
 - City: _____ State: _____ Zip _____
 - Office Phone #: _____ - _____ - _____
 - Fax #: _____ - _____ - _____
 - Mobile Phone#: _____ - _____ - _____
 - Email: _____

CITY OF BONITA SPRINGS

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Phone: (239) 444-6150
email: permitting@cityofbonitaspringscd.org

AUTHORIZED AGENT AFFIDAVIT (2021)

This authorization will expire on September 30th of every year and a new affidavit must be submitted for each current year.

I _____, of _____
(Name of License Holder) (Print Business Name as it Appears on State License / Registration)

having personally appeared for identification, do hereby authorize the following to act as my agent(s) in submitting **PERMIT APPLICATIONS** in the City of Bonita Springs.

- 1) _____ (Print Name of Authorized Agent)
- 2) _____ (Print Name of Authorized Agent)
- 3) _____ (Print Name of Authorized Agent)
- 4) _____ (Print Name of Authorized Agent)

I understand that I am the licensed qualifier responsible for the application as submitted by my agent(s), as referenced above. I further understand that each time my agent(s) submits an application for a permit, or signs any required documents, that the individual must exhibit this authorization affidavit to the permitting staff upon request. I further acknowledge that this original authorization affidavit is in my license or qualification file for legal reference purposes.

APPLICABLE BUILDING CODES

7th ed. 2020 FBC; Florida Building Code: Building, Existing, Mechanical, Plumbing
7th ed. 2020 FFC; Florida Fire Prevention Code
NEC 2017; National Electric Code

*****SIGN ONLY IN THE PRESENCE OF A NOTARY PUBLIC*****

- 1) _____ (Signature of Authorized Agent)
- 2) _____ (Signature of Authorized Agent)
- 3) _____ (Signature of Authorized Agent)
- 4) _____ (Signature of Authorized Agent)

Contractor Signature: _____

STATE OF FLORIDA
COUNTY OF LEE

Sworn to (or affirmed) and subscribed before me by means of physical presence or online notarization ,
this (day) _____ of (month) _____, (year) _____,
by (name of person making statement) _____.

Signature of Notary Public - State of Florida: _____

Print, Type, or Stamp Commissioned Name of Notary Public: _____

Personally Known OR Produced Identification

Type of Identification Produced: _____