



**DEVELOPMENT SERVICES DEPARTMENT  
Builders' Services Division  
840 West 11<sup>th</sup> Street Ste. 1100  
Panama City, FL 32401  
Telephone (850) 248-8350  
Fax (850) 248-8384**

**RECIPROCITY FOR REGISTERED CONTRACTORS**

The following information is required to be attached to this renewal form:

- 1) Copy of current State Registration displaying Contractor's address.
- 2) Copy of current Competency Card from sponsoring county.
- 3) Reciprocity letter from sponsoring county with passing test scores and dates of exams signed by the Building Official or his/her representative.
- 4) Bay County Builders' Services Division shall be documented as Certificate Holder in Certificates of Insurance for Certified Contractors.
- 5) Verify Contractor has current Workers' Compensation Certificate or Exemption and Liability Insurance.
- 6) Notarized Affidavit signed by the license holder authorizing another person(s) to sign as the agent of the license holder (if applicable). Also need copies of I.D. of the license holder and agent.

**This information must be on file and current before beginning work in Bay County.**

Contractor and Company Name:

Name: \_\_\_\_\_  
\_\_\_\_\_

Address: \_\_\_\_\_

Phone #: \_\_\_\_\_ Cell #: \_\_\_\_\_ Fax #: \_\_\_\_\_

License #: \_\_\_\_\_

Email: \_\_\_\_\_