

## **ATTENTION COUNTY CONTRACTORS:**

Your Palm Beach County Contractor's License will expire on September 30, 2015.

County Contractors will be able to renew their licenses through the Contractors Certification Division offices beginning on **July 1, 2015**.

The Renewal Form will need to be completed and submitted with required documents and a \$250 fee for active renewals or a \$150 fee for inactive renewals.

- **Renewal Forms will be mailed out by July 1, 2015. Please review the section of the form titled "Active Certificates" and submit all required Documents listed in numbers 1 – 7 with your renewal.**

### **PLEASE BE ADVISED:**

- **The deadline to have your 2015 County Contractors certificate renewed is September 30, 2015.**
- **It takes approximately a week to process a license renewal, so delivery to our office does not constitute renewal.**
- **Failure to renew your certificate on time may result in its expiration, preventing you from applying for building permits and/or scheduling inspections. Additionally, should you enter into a contract with an expired certificate or hold yourself out as a contractor; you may be subject to citations, fines, disciplinary proceedings and criminal prosecution.**

All information, including cited entity Information shown on supporting documents, such as insurance certificates, tax receipts and bonds must match exactly, or we may not be able to process application. Renewal requests are accepted and processed in the order that they are received.