



Pasco County Building Construction Services  
 Contractor Licensing  
 8731 Citizens Drive, Suite 230  
 New Port Richey, FL 34654  
 (727) 847-8009  
[djadick@pascocountyfl.net](mailto:djadick@pascocountyfl.net)

**CONTRACTOR LICENSE RENEWAL**

October 1, 2017, through September 30, 2019

In order to maintain your **Certificate of Competency**, you must renew your certificate, either active or inactive, prior to October 1, 2017. Any person, firm, or corporation who holds a Certificate of Competency, either active or inactive, if you fail to renew the Certificate of Competency by October 1, 2017, your license will be Disabled and Inactive. A Certificate of Competency could be reinstated upon payment of penalties, original license fee, and copies of insurances.

The renewal of all Certificates of Competency shall be for a biennial (two-year) period. The **active** renewal fee is **\$100.00**. The **inactive** renewal fee is **\$50.00**. Fees postmarked and received after October 1, shall include the late penalty fee in addition to the Certificate of Competency renewal fee. After October 1, add \$35.00; January 1 to April 1 add \$60.00; six months to one year add \$100.00; one year to 16 months add \$150.00; 16 months to two years add \$200.00.

As a prerequisite to the renewal of an active Certificate of Competency, the applicant shall submit a **signed affidavit** attesting to the fact that the applicant has obtained and will maintain workers' compensation, public liability, property damage insurance, and a surety bond in the amounts required by Pasco County Ordinance for the life of an active Certificate of Competency and for the safety and welfare of the public. The Contractor Licensing Office will conduct random audits of licenses. The department shall reserve the right to conduct audits for cause.

If you are renewing late, **after October 1, 2017**, you are required to email in a copy of your certificate of liability, your surety bond, proof of workers' compensation, and pay the appropriate late fees. Violation of this rule may result in a citation and payment of a fine and/or disciplinary action by the Pasco County Construction Board, which could result in probation, suspension, and/or revocation of your Certificate of Competency.

**NOTE:** It is the Certificate of Competency holder's responsibility to be aware of the status of his or her license.

**Mail in the below portion along with your check, or email signed form to [djadick@pascocountyfl.net](mailto:djadick@pascocountyfl.net), then directions will follow how to pay online.**

Detach on above line and return this part to:

**Pasco County Contractor Licensing, 8731 Citizens Drive, Suite 230, New Port Richey FL 34654**

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

FOR **ACTIVE** CERTIFICATE OF COMPETENCY from October 1, 2017, through September 30, 2019: "I hereby affirm that a **Surety Bond, Workers' Compensation, and Liability Insurance** for the biennial (two-year) period, as required by Pasco County Ordinances, **are and will remain continually** in full force and effect. I understand that if audited, I will be required to submit documentation." Please enclose State Registration, if applicable, along with a check or money order for **\$100.00** and sign below.

Active: \_\_\_\_\_ Date: \_\_\_\_\_  
 SIGNATURE OF LICENSE HOLDER PRINT OR TYPE NAME

FOR **INACTIVE** STATUS from October 1, 2017 through September 30, 2019: I am renewing my Certificate of Competency under the Inactive Status. (Enclose check or money order for **\$50.00** and sign below.)

Inactive: \_\_\_\_\_ Date: \_\_\_\_\_  
 SIGNATURE OF LICENSE HOLDER PRINT OR TYPE NAME

**PLEASE UPDATE US WITH YOUR EMAIL AND ANY UPDATED MAILING ADDRESS OR PHONE NUMBER. THANK YOU!**

EMAIL: \_\_\_\_\_ PHONE NUMBER: \_\_\_\_\_

ADDRESS: \_\_\_\_\_