



*City of Ocala*

GROWTH MANAGEMENT DEPARTMENT  
201 SE 3<sup>rd</sup> ST, (Second Floor), OCALA, FL 34471  
(352) 629-8421; FAX: (352) 629-8264

General Certification

1. Application and \$75.00 Non-refundable Certification Fee
2. 5 References (names, addresses, zip codes, fax numbers if available)
3. Liability Insurance naming City of Ocala as the Certificate holder
4. W/C Insurance or W/C Exemption Card with expiration date
5. Credit Bureau Report (Processed by City of Ocala)
6. City Business Tax Certificate if business located in the City of Ocala

Tested Certification (For applicants that are State Registered)

1. Application
2. 5 References (names, addresses, zip codes, fax numbers if available)
3. Liability Insurance naming City of Ocala as the Certificate holder
4. W/C Insurance or W/C Exemption Card with expiration date
5. Credit Bureau Report (Processed by City of Ocala)
6. Letter of Reciprocity from the County where the exam was taken with a passing grade of 75%
7. Copy of State Card
8. City Business Tax Certificate if business is located in the City of Ocala
9. Letter of Authorization (if applicable)

Certified Contractor (For contractors that hold a license from the State of Florida)

1. Copy of State Card
2. Liability Insurance naming City of Ocala as the Certificate holder
3. W/C Insurance or W/C Exemption Card with expiration date
4. City Business Tax Certificate if business is located in the City of Ocala
5. Letter of Authorization (if applicable)

If someone other than the qualifier is going to pull the permit, we need a notarized **Letter of Authorization** stating that individuals position with the company, giving them permission to pull the permit.