



City of Ocala

LICENSING & CERTIFICATION

P.O. BOX 1270, OCALA, FLORIDA 34478-1270

(352) 629-8421

(352) 629-6432 FAX

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 Occupational License if business located in the City of Ocala**

Tested 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. **Letter of Reciprocity from the County where the exam was taken with a passing grade of 75%**
7. **Copy of State Card**
8. **City Occupational License if business is located in the City of Ocala**
9. **Letter of Authorization (if applicable)**

Certified Contractor

1. **Copy of State Card and \$20.00 State Record Processing Fee**
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 Occupational License if business is located in the City of Ocala**
6. **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.