

CERTIFICATE OF COMPETENCY RENEWAL – STATE REGISTERED

COMPANY NAME _____ COUNTY LICENSE #: _____
 QUALIFIER NAME _____ LICENSE TYPE: _____
 ADDRESS _____ EXPIRATION DATE: _____
 CITY, STATE ZIP _____ STATE LICENSE #: _____
 EMAIL: _____ STATE EXPIRATION DATE: _____

Renewals can be submitted starting AUGUST 1, 2019

Submit the following information to renew your Certificate of Competency with Collier County:

1. Renewal fee of **\$145**, plus applicable late fees (see chart below). Please make check payable to **“Board of Collier County Commissioners”**. The fee is **NOT** refundable after the application has been accepted and recorded.
2. Update Address & Email above if necessary
3. Copy of your 2019-2020 Business/Occupational Tax from the County of your Business Location.
4. State Certificate with updated expiration date [either 8/31/2020 or 8/31/2021].
(You need to print from your state DBPR Account, they no longer mail them.)
5. Certificate of General Liability Insurance showing Collier County Contractor Licensing Board and our address as a Certificate Holder (if needed).
6. Workmen’s Comp Exemption and/or Certificate of Workmen’s Compensation Insurance showing Collier County Contractor Licensing Board and our address as a Certificate Holder (if needed).
7. Qualifier print & sign below agreeing to renewing your license for the 2019-2020 year.

Please print

Please sign

*****Please note – if you have any outstanding citations that have not been paid, your renewal will not be processed until those fees have been paid in full*****

THE ABOVE ITEMS MUST ACCOMPANY YOUR RENEWAL APPLICATION, OR YOUR RENEWAL MAY BE DELAYED OR RETURNED RESULTING IN \$20 PER MONTH IN PENALTIES IF RECEIVED AFTER THE RENEWAL DATE OF **SEPTEMBER 30, 2019**. IF NOT RENEWED BY **DECEMBER 31, 2019**, THIS LICENSE WILL BE **SUSPENDED** AND A REINSTATEMENT APPLICATION WILL NEED TO BE SUBMITTED, WHICH RESULTS IN FEES TOTALING **\$435** PER LICENSE CLASSIFICATION OR ISSUANCE.

If submitted on or before				
DATE	August 1 st – September 30 th	October 1 st – October 31 st	November 1 st – November 30 th	December 1 st – December 31 st
FEES	\$145	\$145 + \$20 (penalty fee) = \$165	\$145 + \$40 (penalty fee) = \$185	\$145 + \$60 (penalty fee) = \$205

PLEASE SUBMIT THIS INFORMATION IN PERSON, BY FAX, EMAIL, OR MAIL TO OUR ADDRESS.

If you have any questions, please contact us at:
Main: (239) 252-2431
Fax: (239) 252-2469
 Email – ContractorsLicensing@colliercountyfl.gov
 Renewal – STATE REGISTERED 2019/2020

Mail to: Growth Management Department
 Attn: Contractor Licensing
 2800 N. Horseshoe Drive
 Naples, FL 34104