

Agent Authorization

Contractor Licensing staff will require the Contractor/Private Provider to provide an Agent Authorization form to designate authorized agents/DAR for Private Provider. Contractor Licensing staff will enter this on the Contractor Record the approved Contacts including Agents.

TWO IMPORTANT STEPS THE AGENT as Applicant MUST DO during application:

1. Whenever a permit application is submitted by an agent, the agent must add the contractor they acknowledge themselves as an authorized agent:

Before doing so, they MUST change the "Are you either a contractor or a contractor's authorized agent?" toggle to the right (turns blue) to acknowledge they are the authorized agent.

NOTE: If agent is only servicing for the 1 permit for the contractor – **DO NOT** move the toggle. The agent as applicant **MUST** upload the appropriate Agent Authorization for One Permit form to the permit.

If you are the Authorized Agent for THIS PERMIT ONLY, please Do not select / turn 'on' the switch/toggle to the question below, "Is the applicant either a contractor or a contractor's authorized agent?"

You are required to attach an Agent Authorization approval form. This application will not be accepted for review until this document is attached and verified. That form can be downloaded at this link [Agent Authorized form](#)

If you are an Authorized Agent for the contractor on this and other permits please select / turn 'on' the switch/toggle for the question below, "Is the applicant either a contractor or a contractor's authorized agent?". Also note, you must also select / turn 'on' the switch/toggle for the Authorized Agent for This License question appearing on the Add a Contractor popup window.

If the Contractor has submitted the Agent Authorization form to Contractor Licensing staff, listing you as an agent, your verification should already be established. If not, staff must initiate and obtain verification with Contractor Licensing staff before accepting this application.

Contractor

Are you either a contractor or a contractor's authorized agent?

License	License Type	Dates	Contractor	Address	Phone	Email	Applicant Role	Contact Person
---------	--------------	-------	------------	---------	-------	-------	----------------	----------------

2. Next after selecting the ADD "+" a contractor option and selecting an ACTIVE contractor, in the Add Contractor screen be sure that the AUTHORIZED AGENT option is selected.

NOTE: Inactive contractors will not be available for selection. Contact Contractor Licensing to update required information on the Contractor Record.

Add Contractor

License Source: Monroe County

License Number: 08924

License Type: Certified Electrical Contractor (EC)

License Status: Active

Applicant Role: Authorized Agent

Contact Person

No contact person is available to select. You can add contacts to the application's contacts.

Business Information

Business Name: PINAR ELECTRIC LTD INC

Owner Name: ELPIDIO MOREJON

Ownership Type

The resulting screen should appear like this:

If you are the Authorized Agent for THIS PERMIT ONLY, please Do not select / turn 'on' the switch/toggle to the question below, "Is the applicant either a contractor or a contractor's authorized agent?"

You are required to attach an Agent Authorization approval form. This application will not be accepted for review until this document is attached and verified. That form can be downloaded at this link [Agent Authorized form](#)

If you are an Authorized Agent for the contractor on this and other permits please select / turn 'on' the switch/toggle for the question below, "Is the applicant either a contractor or a contractor's authorized agent?". Also note, you must also select / turn 'on' the switch/toggle for the Authorized Agent for This License question appearing on the Add a Contractor popup window.

If the Contractor has submitted the Agent Authorization form to Contractor Licensing staff, listing you as an agent, your verification should already be established. If not, staff must initiate and obtain verification with Contractor Licensing staff before accepting this application.

Contractor

Are you either a contractor or a contractor's authorized agent?

License	License Type	Dates	Contractor	Address	Phone	Email	Applicant Role	Contact Person
08924 Active	Certified Electrical Contractor (EC)	Issued: 12/12/05 Expiration: 4/13/23	PINAR ELECTRIC LTD INC ELPIDIO MOREJON	16 SW 123 AVE, MIAMI, FL US, 33184	(305) 345-2642		Authorized Agent	