



## MONROE COUNTY BUILDING DEPARTMENT

Middle Keys: 2798 Overseas Highway, Suite 300, Marathon, FL 33050 (305) 289-2501

Upper Keys Office: 102050 Overseas Highway, Key Largo, FL 33070(305) 453-8800

Lower Keys Office: 5503 College Road, Suite 203, Key West, FL 33040 (305) 295-3990

### APPLICATION FOR A COMPANY NAME CHANGE OF STATUS

This application is for individuals that are licensed by Monroe County Building Department and who wish to change the business name they currently qualify with their certificate of competency license. For individuals that currently hold a valid state-registered license with Department of Business and Professional Regulation ("Department") in one of the contractor categories defined in Florida Statute Section 489.105.(3)(a)-(o), a change of status is also required with the Department within 30 days after obtaining the certificate of competency pursuant to F.S. 489.117.(1)(b). This application encompasses all construction trades.

Please read instructions thoroughly prior to completing the application and make copies for your records, if desired. Be certain that the application is completely filled out and that all information requested is furnished. "N/A" anything that does not apply leaving no blank spaces.

As a pre-requisite to the initial issuance of an active certificate, or the renewal of an active certificate, or a change in the status of an active certificate, the applicant shall not have any unpaid fines or administrative fees including license fees, permit fees, fines and/or administrative fees issued by the contractors' examining board, and shall submit:

1. Completed Change of Status Application
2. Surrender your current, original certificate of competency. If you do not have the original, you must submit a notarized affidavit stating so.
3. Legible copy of a valid driver's license or some other form of valid government approved identification;
4. Proof that your company is currently ACTIVE with the State of Florida Division of Corporations (obtained from [www.sunbiz.org](http://www.sunbiz.org));
5. Current-issued Certificate of Insurance\* from an insurance company authorized to do business in the state for specialty contractors not subject to F.S. 489, Pt. I & II, public liability insurance in the amount of \$100,000.00 and property damage in the amount of \$50,000.00 (MCC 6-241.(c); or
6. Current-issued Certificate of Insurance\* from an insurance company authorized to do business in the state for contractors subject to F.S. 489 Part I & II, public liability insurance and property damage in the amount set for in the Florida Administrative Code (FAC) 61G4-15.003.(2)(h) or 61G6-5.008 in licensee's respective license category/discipline and list licensee's correct license number; and
7. Current-issued Certificate of Insurance\* from an insurance company authorized to do business in the state for workers' compensation insurance and/or executed workers' compensation exemption card in license holder's correct discipline/trade.
8. Please note that if you wish to act as the qualifying agent for a firm that you are not an officer/managing member/member of, in addition to the above requirements, you must submit the completed Acting Qualifying Agent Authorization form with your completed application.
9. Current Monroe County Local Business Tax Receipt (This is obtained AFTER the certificate of competency is issued)
10. **Certificate of Insurance**  
Name of Insured **must** reflect the exact name of the business organization qualified by the applicant, and the insured's fictitious name or d/b/a, if any. The insurance shall, at all times, be carried in the name of the licensee or the business name appearing on the licensee's certificate or registration.
11. **Certificate Holder:** Monroe County Building Department, 2798 Overseas Highway, # 300, Marathon, Florida 33050
12. For individuals that currently hold a valid state-registered license with Department of Business and Professional Regulation ("Department") in one of the contractor categories defined in Florida Statute Section 489.105.(3)(a)-(o), a change of status is also required with the Department within 30 days after obtaining the certificate of competency license pursuant to F.S. 489.117.(1)(c)/F.S. 489.513. Once you have received your new state-registered license, you will need to provide a copy of it to our office. Their phone number is (850) 487-1395 and website: [www.myfloridalicense.com](http://www.myfloridalicense.com).

You may mail or drop of your completed application to any of our 3 offices. If you have any questions or concerns, please contact: [contractor-license@monroecounty-fl.gov](mailto:contractor-license@monroecounty-fl.gov)

Office

Use: Received:

Staff:

Contractor Id #:

Processed:

Staff:

COC Mailed:



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Section 1 / Applicant Personal Information

Form for Section 1: Applicant Personal Information. Fields include Certificate of Competency Number, Last Name, First Name, Middle Name, Home Mailing Address, Apt./Suite #, City, State, Zip Code, Cell Phone #, Driver's License # / State, Date-of-Birth, E-mail Address, Office Use, Old Contractor Id #, and Old Business Name.

Section 2 / New Business to be Qualified

Form for Section 2: New Business to be Qualified. Fields include Qualifier's Role/Tile in Company, New Business Name, List the document number or registration number on file with the Florida Division of Corporations, DBPR State Registration Number, Business Address, Suite #, City, State, Zip Code, Phone Number, Ext. #, Fax Number, and Business E-mail Address.

By signing below, I acknowledge that I have read M.C.C. 6-234 Required (Advertisement) and agree to abide by the requirements of this section.

I swear and affirm that the all of the above is correct, true, and accurate to the best of my knowledge.

Certificate Holder Printed Name

Certificate Holder Signature

STATE OF \_\_\_\_\_

COUNTY OF \_\_\_\_\_

Sworn to & subscribed to before me this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_, he / she is

personally known to me or has produced \_\_\_\_\_ as identification and who did (did not) take an oath.

Notary's Signature

Seal