

Town of Medley
Building & Zoning Department
7777 NW 72nd Avenue
Medley, Florida, 33166
Phone: 305-887-6913
Fax: 305-887-6928



Office Use Only

Cash
 Check: _____
 CC: _____
Date Paid: _____ Fee: \$50.00
Cert. #: _____

Administrative Contractor's Verification

Business Name: _____

Business Address: _____

City: _____ State: _____ Zip Code: _____

Phone: _____ Fax: _____ Other: _____

E-mail: _____

Qualifier Name: _____ Phone: _____

Qualifier License #: _____ State Issued: _____

Provide us with an E-mail and Cell Phone # so our Town staff can better communicate with your company.

E-Mail Address: _____

PLEASE NOTE: The qualifier must personally present their contractor registration information. When a qualifier is unable to apply in person the qualifier may submit a notarized letter on their company Letterhead authorizing a designated representative to register the Company.

THE FOLLOWING DOCUMENTS ARE REQUIRED FOR REGISTRATION:

- Certificates Of Worker's Compensation & Liability Insurance (Original Copy)
 - **Town Of Medley Is To Be Named As The Certificate Holder.**
- Copy Of Local Business Tax Receipt
- Copy Of Miami Dade Municipal Contractor's License (If Not State Certified)
- Florida Secretary Of State Current Certificate
- Miami-Dade County Certificate Of Competency.
- Photo Identification Of Qualifier (Driver's License)