

Islamorada, Village of Islands CONTRACTOR CHECKLIST

Contractors must first create a CityView Contractor file in the name of the Business (not qualifier). Go to CityView Portal via <https://cvportal.us/cityviewportal> and use the “[Portal FAQ’s](#)” link and follow the instruction sheet titled “Contractor License Registration (Required to do work in the Village)”. Use a Business Email address as the Username. This address will also be used by the Village to correspond with you. Please follow the **entire** instruction as not only will you create a Contractor file but also create/activate a Portal Account for your Business and pay the registration fee.

The following information must be uploaded to register your business with the Village. Please note - Items 1 – 4 *must* be in the same company name.

1. Current State of Florida Certification **OR** State Registration **and** Monroe County Certificate of Competency.
2. Liability Certificate of Insurance. Islamorada, Village of Islands, MUST be listed as Certificate Holder along with the full address (shown at bottom of this form).
3. Workers’ Compensation Certificate of Insurance. Islamorada, Village of Islands MUST be listed as a Certificate Holder. If you are insured through a leasing company, you must also attach a client list obtained from the leasing company **AND** an affidavit that all employees are leased through the leasing company. An Exemption Certificate from the Florida Division of Workers’ Compensation may be submitted in place of workers’ compensation insurance and must list the scope of work for the license category.
4. Local Business Tax Receipt from Monroe County (or from county/city where business is located). The license number and/or trade should be listed on the document.
5. Current company mailing address, email address, and telephone numbers including office and cell.
6. Qualifier’s Driver’s License.
7. Initial Registration Fee of \$50, a renewal fee of \$31 will be due annually on the date the initial registration fee is paid.
8. An Agent Authorization Letter (form on Bldg Svcs. website), signed by the Qualifier and notarized, is required to authorize any agents allowed to submit and pick-up permits. This letter must be renewed annually on the anniversary date of item #8.

Certificate Holder to be listed as follows:

**Islamorada, Village of Islands
Building Department
86800 Overseas Highway
Islamorada, FL 33036**

It is the responsibility of the contractor to upload renewed license and insurance and pay annual fees to maintain the contractor file in an active status at all times. Use the “[Portal FAQ’s](#)” link to follow the instruction sheet “Contractor License Renewal”.

If you have any questions regarding contractors, please contact Karla Vasquez via email at karla.vasquez@islamorada.fl.us or at 305-664-6437.