



Pasco County Building Construction Services  
 Contractor Licensing  
 7508 Little Rd  
 New Port Richey, FL 34654  
 (727) 847-8009  
[djadick@pascocountyfl.net](mailto:djadick@pascocountyfl.net)

**PC LOCAL CONTRACTOR LICENSE RENEWAL**

October 1, 2020 through September 30, 2022

In order to maintain your **Certificate of Competency**, you must renew your certificate, either active or inactive, prior to October 1, 2020. Any person, firm, or corporation who holds a Certificate of Competency, either active or inactive, if you fail to renew the Certificate of Competency by October 1, 2020, your license will be Disabled and Inactive. A Certificate of Competency could be reinstated upon payment of penalties, original license fee, and copies of insurances.

The renewal of all Certificates of Competency shall be for a biennial (two-year) period. The **active** renewal fee is **\$100.00**. The **Inactive** renewal fee is **\$50.00**. Fees postmarked and received after October 1, shall include the late penalty fee in addition to the Certificate of Competency renewal fee. After October 1, add \$35.00; January 1 to April 1 add \$60.00; six months to one year add \$100.00; one year to 16 months add \$150.00; 16 months to two years add \$200.00.

As a prerequisite to the renewal of an active Certificate of Competency, the license holder shall submit a **signed affidavit** attesting to the fact that the license holder has obtained and will maintain workers' compensation, commercial general liability, and a surety bond in the amounts required by Pasco County for the safety and welfare of the public. The Contractor Licensing Office will conduct random audits of licenses.

You are required to email in a copy of your certificate of liability, your surety bond, proof of workers' compensation. Violation of this rule may result in a citation and payment of a fine and/or disciplinary action by the Pasco County Construction Board, which could result in probation, suspension, and/or revocation of your Certificate of Competency.

**NOTE:** It is the Certificate of Competency holder's responsibility to be aware of the status of his or her license.

**Mail in the below portion along with your check (payable to Pasco County BOCC), or email signed form to [djadick@pascocountyfl.net](mailto:djadick@pascocountyfl.net), then directions will follow how to pay online.**

Detach on above line and return this part to:

**Pasco County Contractor Licensing, 7508 Little Rd, New Port Richey FL 34654**

Name: \_\_\_\_\_ License #: \_\_\_\_\_

FOR **ACTIVE** CERTIFICATE OF COMPETENCY from October 1, 2020, through September 30, 2022:  
 "I hereby affirm that a **Surety Bond, Workers' Compensation, and Liability Insurance** for the biennial (two-year) period, as required by Pasco County Ordinances, **are and will remain continually** in full force and effect. I understand that if audited, I will be required to submit documentation." Please enclose State Registration, if applicable, along with a check or money order for **\$100.00** and sign below.

Active: \_\_\_\_\_ Date: \_\_\_\_\_

SIGNATURE OF LICENSE HOLDER      PRINT OR TYPE NAME

FOR **INACTIVE** STATUS from October 1, 2020 through September 30, 2022: I am renewing my Certificate of Competency under the Inactive Status. (Enclose check or money order for **\$50.00** and sign below.)

Inactive: \_\_\_\_\_ Date: \_\_\_\_\_

SIGNATURE OF LICENSE HOLDER      PRINT OR TYPE NAME

**PLEASE UPDATE US WITH YOUR EMAIL AND ANY UPDATED MAILING ADDRESS OR PHONE NUMBER. THANK YOU!**

EMAIL: \_\_\_\_\_ PHONE NUMBER: \_\_\_\_\_

ADDRESS: \_\_\_\_\_