



Development & Neighborhood Services Department
100 S. Myrtle Avenue, Suite 210
Clearwater, FL 33756
Telephone: (727) 562-4567 Fax: (727) 562-4576
www.myclearwater.com

CONTRACTOR LICENSING AND PERMITTING REQUIREMENTS

The requirements include the following:

A. State Licensed Contractors and Pinellas County Construction Licensing Board:

1. State of Florida License (current)
2. Pinellas County Construction Licensing Board (PCCLB) card (current) - for information about obtaining a card, call (727) 536-4720
3. Local Business Tax Receipt from the Florida Municipality/County where your office is located
4. Notarized letter of authorization signed by the license holder listing the individuals authorized to obtain permits under their license

B. State Licensed Contractors Except those Licensed through Department of Business & Professional Regulation:

1. State License (current)
2. City of Clearwater Business Tax Receipt or Registration with the City of Clearwater if the business is located outside of City limits (Plus registration fee)
3. Local Business Tax Receipt from the Florida Municipality/County where your office is located
4. Notarized letter of authorization signed by the license holder listing the individuals authorized to obtain permits under their license
5. Copy of Workers Compensation listing the City of Clearwater as an additional insured party

C. Pinellas County Construction Licensing Board Regulated Contractors Only:

1. PCCLB card (current)
2. City of Clearwater Business Tax Receipt or Registration with the City of Clearwater if the business is located outside of City limits (Plus registration fee)
3. Local Business Tax Receipt from the Florida Municipality/County where your office is located
4. Notarized letter of authorization signed by the license holder listing the individuals authorized to obtain permits under their license

D. Requesting Inspections:

1. Call (727) 562-4580 or go online at www.myclearwater.com/epermits before midnight for a next business day inspection
2. The building inspectors are available from 8:00 a.m. - 8:30 a.m. and 3:30 p.m. - 4:30 p.m. Monday through Friday at (727) 562-4567.
3. All scheduled jobs must be ready to inspect at 8:30 a.m.

E. RECORDED Notice of Commencement (NOC):

1. Required for any permit exceeding **\$2,500.00** in job valuation or exceeding **\$7,500.00** for repair or replacement of an existing heating or AC system.
2. **Recorded at the Pinellas County Courthouse**, 315 Court Street, Clearwater. Call (727) 464-4876 for other locations or questions
3. Permit will **NOT** be issued if recorded NOC has not been submitted.