

**PUTNAM COUNTY  
PLANNING & DEVELOPMENT SERVICES**

P.O. BOX 1486  
Palatka, FL 32178-1486  
FAX (386) 329-1213  
Email: [pzb@putnam-fl.com](mailto:pzb@putnam-fl.com)



Planning : (386) 329-0491  
Zoning: (386) 329-0316  
Building: (386) 329-0307  
Codes Enforcement:: (386) 329-0317

In Florida Toll Free: 1-800-432-0364

## **INACTIVE STATUS REQUEST**

I, \_\_\_\_\_, request to put the following Authorized Contractor License(s) onto inactive status:

**License Type:**

**License Number:**

License Type:	License Number:
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

I understand that while on inactive status I shall not engage in nor shall I advertise as able to engage in the business of contracting in the inactive trade. I further understand that I must complete a minimum of 4 hours of continuing education each renewal. In order to reactivate my license I must provide the following information to the Building Division:

- Certificate of Liability Insurance (see insurance requirements below)
- Certificate of Workers' Compensation coverage or a valid exemption
- A copy of your Putnam County Business Tax Receipt (formerly Occupational License)
- A copy of your Qualified Business License (if applicable)
- A copy of your State Registration (if applicable)
- Pay the active license fee of \$70. Make checks payable to BOCC

### **INSURANCE REQUIREMENTS**

The minimum coverage for the liability insurance shall be as follows: for General and Building Contractors -- \$300,000.00 bodily injury per accident and not less than \$50,000.00 for one person and \$50,000.00 for property damage; for all other license categories -- \$100,000.00 bodily injury per accident and not less than \$50,000 for one person and \$25,000 for property damage. Workers' Compensation is required by Florida Statute. If you are exempt from Workers' Compensation coverage, proof of a current and valid exemption certificate is required. Insurance Certificates may be faxed to (386) 329-1213. Our mailing address is: Putnam County Planning & Development Services PO BOX 1486 Palatka, FL 32178.

\_\_\_\_\_  
Contractor's Signature

\_\_\_\_\_  
Date