

Jefferson County Building Department
445 West Palmer Mill Road
Monticello, Florida 32344
Office: 850-342-0223 Fax: 850-342-0225

CHECK LIST FOR NEW AND EXISTING CONTRACTORS

ALL NEW CONTRACTORS MUST SUBMIT COPIES OF THE DOCUMENTS BELOW:

1. Florida State certified license
2. General liability insurance (Jefferson County as the certificate holder; 445 W Palmer Mill Road, Monticello, FL 32344)
3. Workers Comp (Jefferson County as the certificate holder; 445 W Palmer Mill Road, Monticello, FL 32344)
4. If you hold a worker comp exemption, we still require a copy of the certificate
6. All phone numbers for the license holder
7. Email address for license holder
8. If for any reason the license holder cannot pick up permits, he/she shall send a signed (by the license holder) and notarized letter, on letter head giving authorization to said person(s). Must be hand delivered or mailed to the address above.

You may email the documents to kphillips@jeffersoncountyfl.gov OR mcoen@jeffersoncountyfl.gov .

If you have any questions, please don't hesitate to contact our office.

Thank you