



# CITY of HAINES CITY

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## BUILDING DEPARTMENT

620 EAST MAIN STREET- HAINES CITY, FLORIDA 33844 TEL (863) 419-3229 FAX (863) 419-3168

The following documents are required to be filed with the City of Haines City for all contractors that wish to work within the city. The information can be mailed or faxed to us at the information mentioned above. If you prefer to email it, you can do so to [kolibrice@hainescity.com](mailto:kolibrice@hainescity.com) or [mgarcia@hainescity.com](mailto:mgarcia@hainescity.com)

### **Certified State Contractors**

- State License
- Liability Insurance Certificate (with the City of Haines City as an assigned). Have your insurance company send this to our mailing address: *620 East Main Street, Haines City, Florida 33844*).
- Workman's Compensation Insurance or Exemption

### **Registered State Contractors**

In addition to the items listed above, you will also need to supply the following:

- Municipal Board of Examiners Competency Card
- Surety Bond in the amount of \$5000.00 payable to the City of Haines City
- County or City Business Tax Receipt