



## Private Provider Registration Checklist

Updated 6/9/2023

### GENERAL INFORMATION

Use this form to register as a Private Provider with the City of Tampa.

- Private Providers must be registered with the City of Tampa prior to commencing work.
- Private Providers are responsible for keeping registration records current.

### REGISTRATION DOCUMENTS MUST INCLUDE THE FOLLOWING:

Private Provider Registration Form

Duly Authorized Representative (DAR) Employment Affidavit

Copy of Professional License(s) for each DAR personnel regulated by F.S. 481 (Architects), F.S. 471 (Engineers), and F.S. 486, Part XII (Building Code Administrators and Inspectors).

- Screen print from the Department of Business and Professional Regulation (DBPR) website is acceptable.

Copy of Occupational License

Certificates of Insurance for Workers' Compensation and General Liability as required per F.S. 440.02(8) and F.S. 553.791(16), respectively.

### INSTRUCTIONS

- Combine all required registration documents into a single PDF file.
- Email completed registration PDF to [CSDHelp@tampagov.net](mailto:CSDHelp@tampagov.net).