Requirements for Contractor License Registration and Insurance Updates

The following are the minimum requirements for contractor license registration and insurance updates.

State Contractor License Classifications

- **State Certified Contractors:** Contractors licensed by the Florida Department of Business and Professional Regulation (DBPR) who may perform work throughout Florida without additional local competency requirements.

- **State Registered Contractors:** Contractors registered with DBPR based on local competency requirements who are authorized to perform work only within the jurisdictions covered by their registration.

Specialty Contractors

These non-DBPR regulated licenses include, but are not limited to the following contractors: Fire Protection, LP Gas, Pavers, Demolition, and Dry Wall. These contractors should reference the Specialty Contractors Requirements contained in this document, or if applicable, the Tree Service Contractors Requirements.

IMPORTANT: Any questions, concerns, or appeals regarding a denied or unaccepted registration must be directed to the DBPR. To resolve these issues and update your records, please contact them directly using the information below:

DBPR Online Service Link: https://www2.myfloridalicense.com/

Important Notes

If you have previously registered your license with the City of Tampa and cannot retrieve it in Accela, your license or insurance certificate has likely expired.

Contractors are responsible for submitting updated license and insurance information.

Licensing requirements are managed exclusively at the state level by the Florida Department of Business and Professional Regulation (DBPR), rather than by local City of Tampa offices.

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Requirements for Contractor License Registration and Insurance Updates

State Certified Contractors

STATE CERTIFIED CONTRACTORS - NEW REGISTRATION

Certified contractor means any contractor who possesses a certificate of competency issued by the Department of Business and Professional Regulation (DBPR) or other State of Florida Regulatory Agency and who shall be allowed to contract in any jurisdiction in the state without being required to fulfill additional competency requirements within that jurisdiction.

SCN1. Copy of Florida State License.

SCN2. Certificate of Workers' Compensation Insurance or proof of exemption.

SCN3. Contractor's Letter of Authorization (when required).

Please submit Contractor Letter of Authorization, when required, to CSDHelp@tampagov.net. Documents are processed in the order received. There are no associated fees.

STATE CERTIFIED CONTRACTORS - LICENSE UPDATE

Florida Certified contractors registered with the DBPR must renew their licenses August 31st of even numbered years.

If you registered your state license through Accela Citizen Access, received an STLIC number, and did not renew your license by the August 31, 2026, deadline, please follow the steps below to renew.

1. Log in to Accela Citizen Access.
2. Search for your license.
3. Select **Renew**.
4. Upload a copy of your current **State License** and **Workers' Compensation Certificate or Exemption**.
5. Update your license expiration date to **August 31, 2028**.

QUICK TIPS

Signature Requirements

The Contractor must sign the Letter of Authorization in the presence of a notary public.

When Required

A Contractor's Letter of Authorization is required if the license holder wishes to designate another person to obtain permits on his/her behalf.

Requirements for Contractor License Registration and Insurance Updates

State Registered Contractors

STATE REGISTERED CONTRACTORS - NEW REGISTRATION

Registered contractor means any contractor who has registered with the DBPR pursuant to fulfilling the competency requirements in the jurisdiction for which the registration is issued. Registered contractors may contract only in such jurisdictions.

As of 7/1/2021, all local licensure will be pre-empted by the State pursuant to House Bill 735. State Registered Contractors, under certain circumstances, have an option to transfer their license to a State Certified status ("grandfather"). Please refer to Hillsborough County's Contractor Licensing Frequently Asked Questions for additional information.

Contractors already active with Hillsborough County may continue to register their existing license with the City of Tampa until June 30, 2023 (per House Bill 735). Please refer to Hillsborough County's Contractor Licensing Frequently Asked Questions to determine how your license is affected thereafter.

SRN1. Copy of Florida State License.

SRN2. Certificate of Workers' Compensation Insurance or proof of exemption.

SRN3. Contractor's Letter of Authorization (when required).

Please submit the Contractor's Letter of Authorization to CSDHelp@tampagov.net. Documents are processed in the order received. There are no associated fees.

STATE REGISTERED CONTRACTORS - LICENSE UPDATE

Contractors already active with Hillsborough County and registered with the City of Tampa may continue to update their existing license until June 30, 2023 (per House Bill 735). Please refer to Hillsborough County's Contractor Licensing Frequently Asked Questions to determine how your license is affected thereafter.

SRU1. Copy of Florida State License.

SRU2. Certificate of Workers' Compensation Insurance or proof of exemption.

SRU3. Contractor's Letter of Authorization (when required).

Please submit the Contractor's Letter of Authorization to CSDHelp@tampagov.net. Documents are processed in the order received. There are no associated fees.

QUICK TIPS
Signature Requirements

The Contractor must sign the Letter of Authorization in the presence of a notary public.

When Required

A Contractor's Letter of Authorization is required if the license holder wishes to designate another person to obtain permits on his/her behalf.

Requirements for Contractor License Registration and Insurance Updates

Specialty Contractors

SPECIALTY CONTRACTORS - NEW REGISTRATION

Specialty contractor means a contractor who is not required to register with Florida DBPR and whose scope of work and responsibility is limited to a particular phase of construction established in a category adopted by board rule and whose scope is limited to a subset of activities. Types include, but are not limited to, fire protection contractors, specialty contractors, LP Gas contractors, paver contractors, and tree service contractors.

As of 7/1/2021, all local licensure will be pre-empted by the State pursuant to House Bill 735. Please refer to Hillsborough County's License Comparison and Contractor Licensing to determine how your license is affected.

Contractors already active with Hillsborough County may continue to register their existing license with the City of Tampa until June 30, 2023 (per House Bill 735). Please refer to Hillsborough Contractor Licensing to determine how your license is affected thereafter.

SPN1. Certificate of Workers' Compensation Insurance or proof of exemption.

SPN2. Contractor Registration Form.

SPN3. Contractor's Letter of Authorization (when required).

SPN4. Copy of the Business Tax License (Tree, Paver, and Specialty Contractors only).

SPN5. Copy of the Fire Contractor License (Fire Protection Contractors only).

Please submit registration requests to CSDHelp@tampagov.net. Documents are processed in the order received. There are no associated fees.

SPECIALTY CONTRACTORS - LICENSE UPDATE

Contractors already active with Hillsborough County and registered with the City of Tampa may continue to update their existing license until June 30, 2023 (per House Bill 735). Please refer to Hillsborough County's Contractor Licensing or Contractor Licensing How To and Forms to determine how your license is affected thereafter.

SPU1. Certificate of Workers' Compensation Insurance or proof of exemption.

SPU2. Contractor's Letter of Authorization (when required).

SPU3. Copy of the Business Tax License (Tree, Paver, and Specialty Contractors only).

SPU4. Copy of the Fire Contractor License (Fire Protection Contractors only).

Please submit update requests to CSDHelp@tampagov.net. Documents are processed in the order received. There are no associated fees.

QUICK TIPS

Signature Requirements

The Contractor must sign the Letter of Authorization in the presence of a notary public.

When Required

A Contractor's Letter of Authorization is required if the license holder wishes to designate another person to obtain permits on his/her behalf.

Requirements for Contractor License Registration and Insurance Updates

Tree Services

TREE SERVICES - NEW REGISTRATION

A tree service company employs arborists and provides services such as tree removal, trimming, stump removal, and lot clearing.

TSN1. Copy of Business Tax License.

TSN2. Certificate of Workers' Compensation Insurance or proof of exemption.

TSN3. Contractor Registration Form.

TSN4. Contractor's Letter of Authorization (when required).

Please submit registration requests to CSDHelp@tampagov.net. Documents are processed in the order received. There are no associated fees.

TREE SERVICES - LICENSE UPDATE

TSU1. Copy of Business Tax License.

TSU2. Certificate of Workers' Compensation Insurance or proof of exemption.

TSU3. Contractor's Letter of Authorization (when required).

Please submit update requests to CSDHelp@tampagov.net. Documents are processed in the order received. There are no associated fees.

QUICK TIPS
Signature Requirements

The Contractor must sign the Letter of Authorization in the presence of a notary public.

When Required

A Contractor's Letter of Authorization is required if the license holder wishes to designate another person to obtain permits on his/her behalf.

Requirements for Contractor License Registration and Insurance Updates

Workers' Compensation

WORKERS' COMPENSATION

The City of Tampa only requires the submission of Workers' Compensation Insurance or proof of exemption status (no liability certificates are needed).

IU1. Copy of Workers' Compensation Insurance Certificate.

IU2. If contractor's license is not already printed on the certificate, it should be included with the submission email to ensure accurate processing.

QUICK TIPS
Important

If you cannot retrieve your license in Accela, it likely means that your insurance certificate (or license) has expired in our system.

Contractors are responsible for submitting updated license and insurance information.