



Village of Estero Building and Permitting Services
9401 Corkscrew Palms Circle
Estero, FL 33928

Tel # (239) 221-5036 | Fax # (239) 319-2235 | contractorreg@estero-fl.gov

Contractor Registration Form

The Village of Estero Building and Permitting Services requires registration of all contractors applying for building permits in the Village of Estero.

The documents necessary for registration include:

- Completed Contractor Registration Form
- Authorized Agent Affidavit (if applicable)
- Copy of an active State License or Lee County Competency Card
- Proof of Liability Insurance
- Proof of Worker's Compensation Insurance or Workers Compensation Exemption Certificate
- There is NO charge for registration

Note: Village of Estero shall be listed as a Certificate Holder (for notification purposes only).

The Contractor or Authorized Agent may deliver the documents to the Village of Estero Building and Permitting Services Department when applying for the first building permit. Registration will be completed over the counter. Alternatively, this application and all required documents may be emailed or faxed to the Village of Estero at the contact numbers above.

Contract (License Holder) Information

Contractor's Name: _____

License Number: _____

Signature: _____

Company Information

Company Name: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Office Telephone No.: _____ Fax No.: _____

Mobile Phone No.: _____ Email: _____



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Authorized Agent Affidavit

This authorization will expire on September 30th every year. A new affidavit must be submitted annually.

<p>I, _____ of _____ (Name of License Holder) (Print Business Name as it appears on State License/Registration)</p> <p>having personally appeared for identification, do hereby authorize the following to act as my agent(s) in submitting PERMIT APPLICATIONS in the Village of Estero.</p> <table style="width: 100%;"><tr><td style="width: 50%;">1) _____ (Print Name of Authorized Agent)</td><td style="width: 50%;">2) _____ (Print Name of Authorized Agent)</td></tr><tr><td>3) _____ (Print Name of Authorized Agent)</td><td>4) _____ (Print Name of Authorized Agent)</td></tr></table>		1) _____ (Print Name of Authorized Agent)	2) _____ (Print Name of Authorized Agent)	3) _____ (Print Name of Authorized Agent)	4) _____ (Print Name of Authorized Agent)
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3) _____ (Print Name of Authorized Agent)	4) _____ (Print Name of Authorized Agent)				
<p>I understand that I am the licensed qualifier responsible for the application as submitted by my agent(s), as referenced above. I further understand that each time my agent(s) submits an application for a permit, or signs any required documents, that the individual must exhibit this authorization affidavit to the permitting staff upon request. I further acknowledge that this original authorization affidavit is in my license or qualification file for legal reference purposes.</p>					
<table style="width: 100%;"><tr><td style="width: 50%;">1) _____ (Signature of Authorized Agent)</td><td style="width: 50%;">2) _____ (Signature of Authorized Agent)</td></tr><tr><td>3) _____ (Signature of Authorized Agent)</td><td>4) _____ (Signature of Authorized Agent)</td></tr></table>		1) _____ (Signature of Authorized Agent)	2) _____ (Signature of Authorized Agent)	3) _____ (Signature of Authorized Agent)	4) _____ (Signature of Authorized Agent)
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3) _____ (Signature of Authorized Agent)	4) _____ (Signature of Authorized Agent)				
<p>*** SIGN ONLY IN THE PRESENCE OF A NOTARY PUBLIC ***</p> <p>Contractor's Signature: _____ Date: _____</p> <p>STATE OF FLORIDA, COUNTY OF _____ Sworn to (or affirmed) and subscribed before me</p> <p>this _____ day of _____, 2024, by _____</p> <p>(name of person making statement)</p> <p><input type="checkbox"/> Personally known or <input type="checkbox"/> Produced identification: Type of identification produced: _____</p> <p style="text-align: right;">(Seal)</p> <p>Notary Public Signature _____</p> <p>Print, Type or Stamp Name of Notary _____</p>					
<p>Current Building Codes are required to be referenced for permitting purposes:</p> <p>8th Edition (2023) Florida Building Code Building, Plumbing, Mechanical, Fuel Gas, Residential, Existing & Energy</p> <p>8th Edition (2023) Florida Fire Prevention Code if application</p> <p>2017 edition National Electric Code</p>					