



Leon County Contractors' Licensing and  
Examination Board  
435 N Macomb St, 2<sup>nd</sup> Floor  
Tallahassee, FL 32301  
Phone: (850) 606-1300  
Fax: (850) 606-1301  
Email: DSEM\_Licensing@LeonCountyfl.gov

## LEON COUNTY REGISTRATION FOR STATE CERTIFIED CONTRACTORS

Date: \_\_\_\_\_

Name: \_\_\_\_\_

Business Name: \_\_\_\_\_

State License Number: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Office Phone: \_\_\_\_\_

Cell Phone: \_\_\_\_\_

Fax: \_\_\_\_\_

Email: \_\_\_\_\_

Please include the following items with your registration:

- Authorized Agent Form
- Accela User Declaration
- Copy of State of Florida Certified License
- Workers Compensation/Exemption
- General Liability COI – Must be submitted directly from the insurance provider and list the Certificate Holder as:

Leon County  
435 N Macomb St, 2<sup>nd</sup> Floor  
Tallahassee, FL 32301

Please submit all documents to Leon County DSEM Licensing Program at:

Email: DSEM\_Licensing@LeonCountyfl.gov or Fax: (850) 606-1301

If you have any questions or need assistance, please feel free to contact us at (850) 606-1300