



## Brevard County Planning and Development Development Services

2725 Judge Fran Jamieson Way, A114

Viera, FL 32940

Phone: 321-633-2187

Email: [Building.Licensing@BrevardFL.gov](mailto:Building.Licensing@BrevardFL.gov)

### Updating Contractor Licensing Record Information

Records of Licensed Contractors registered with Brevard County are searchable at <https://sites.brevardcounty.us/LCS>. Keep in mind this information is public record and viewable by consumers and other agencies.

Only contractors holding a current active license, current general liability insurance, workers compensation insurance and/or workers compensation exemption within the last five years will appear in the search results. Click on the license number in the results to display the Licensed Contractor's business, contact information, and license/insurance expiration dates. If no results are found when searching a license number, it is either not registered with Brevard County or the record may have a deficiency.

To maintain a license in good standing it is the contractor's responsibility to ensure their current address, and all documents listed below are current and on file with our agency. For any additional questions about these records, please contact our office.

#### 1. Brevard County Contractor Certificate of Competency (COC) License

This expires every year on August 31st. Renewal period begins August 1st. A renewal notice is mailed out to the address on record in July.

#### 2. Corporation/LLC

This expires April 30th of every year. Renewal period begins January 1st. You must file an annual report with the Florida Division of Corporations at [www.sunbiz.org](http://www.sunbiz.org). If you are using a Fictitious Name, it must be renewed as well before it expires (expiration dates vary).

#### 3. County Business Tax Receipt (BTR)

This expires September 30th of every year. Renewal period begins in July and a copy of your current COC license is required. For Brevard County BTR visit [www.brevardtaxcollector.com](http://www.brevardtaxcollector.com) or call 321-264-6969. If your business is located outside of Brevard County, you must provide a BTR from the appropriate municipality.

#### **4. State Registration (if applicable)**

This expires August 31st every two years. Electrical trades expire even years, all other trades expire odd years. Renewal begins June 1st. Note that Florida Department of Business and Professional Regulation (DBPR) requires Continuing Education Units (CEUs). For more information visit [www.myfloridalicense.com](http://www.myfloridalicense.com) or call 850-487-1395.

#### **5. Workers Compensation Exemption**

This expires every two years. You can renew online at [www.myfloridacfo.com/Division/WC/](http://www.myfloridacfo.com/Division/WC/) and select the box reads "Apply or Renew Exemption". You must be an officer of the corporation or member of the LLC to qualify for an exemption.

#### **6. Certificate of Insurance**

This encompasses General Liability Insurance and Workers Compensation Insurance (required if you do not hold a Workers Compensation Exemption and/or have employees).

The Certificate of Insurance must be sent to our office every time you renew your policy. It must list the insurance company's address, phone number, and full legal business name as the insured. The certificates should be emailed to [Building.Licensing@BrevardFL.gov](mailto:Building.Licensing@BrevardFL.gov)

Please note, the Certificate Holder must be listed as:

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