



DEVELOPMENT SERVICES DEPARTMENT  
Builders' Services Division  
840 West 11<sup>th</sup> Street Ste. 1100  
Panama City, FL 32401  
Telephone (850) 248-8350  
Fax (850) 248-8384

BAY COUNTY COMPETENCY CARDS  
FOR  
STATE REGISTERED CONTRACTORS

Bay County Competency Cards expire on September 30<sup>th</sup> each year. To renew your competency card, please complete this form:

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

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

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

Phone #: \_\_\_\_\_ Cell #: \_\_\_\_\_ Fax #: \_\_\_\_\_

**The following are required to be provided:**

1. Proof of residency – (Bay County Voters Registration Card or Homestead Exemption Card)
2. Certificate of Liability Insurance for Bay County
3. Workers' Compensation Certificate or Exemption
4. Current State of Florida Registration
5. Check or Money Order for the renewal fee made payable to **Bay County Builders' Services Division**

Competency Cards will not be renewed without ALL of the above information being current and on file with our office.

Bay County Resident	.....	\$	50.00
Journeyman Cards	.....	\$	10.00
Non-Bay County Resident	.....	\$	150.00
Non-Florida Resident	.....	\$	300.00
Inactive Status	.....		½ regular fee

Please enclose a self-addressed, stamped envelope for return by mail.