



MONROE COUNTY GROWTH MANAGEMENT BUILDING DEPARTMENT
Middle Keys/Main Office: 2798 Overseas Highway, Suite 300, Marathon, FL 33050 (305) 289-2501
Upper Keys Office: 102050 Overseas Highway, Key Largo, FL 33070 (305) 453-8800
Lower Keys Office: 5503 College Road, Key West, Suite 203, FL 33040 (305) 295-3990

LPG Contractor Registration Checklist and Application

The purpose of this form is for a Liquefied Petroleum Gas (LPG) Contractor to register or update an expired registration with Monroe County Building Department. This registration is only for un-incorporated Monroe County.

You will need to provide the following along with the LPG Contractor Application:

1. Legible color copy of driver's license or some other valid form of government approved identification.
2. For Contractors with a 0601 / 0803 license, copy of Master Qualifier Certificate (MQC), Qualifier Identification Card, and Liquefied Petroleum Gas (LPG) License.
3. For Contractors with a 0408 license copy of the Master Qualifier Certificate (MPQ) and Liquefied Petroleum Gas (LPG) License.
4. The corporation and/or fictitious name you qualify must be registered and in ACTIVE status with the Florida Division of Corporations (www.sunbiz.org). You must provide document number or registration number for company on application.
5. Copy of current Monroe County Local Business Tax Receipt pursuant to F.S. [205.065](#). Monroe County Tax Collector: (305) 295-5010.
6. Copy of current-issued Certificate of Insurance from an insurance company authorized to do business in the state for the proper aggregate amount of public liability and property damage insurance for your discipline for the safety and welfare of the public pursuant to F.S. [527.04](#).
7. Copy of current-issued Certificate of Insurance from an insurance company authorized to do business in the state for workers' compensation insurance and/or a valid executed workers' compensation exemption for your appropriate discipline. Workers' compensation insurance for all non-exempted officers must be provided as required by F.S. 440.

Certificates of Insurances **shall** include:

- a. Correct proper aggregate amount of liability and property damage for your discipline
 - b. Full company name including DBA Name, if applicable
 - c. Monroe County Building Department, 2798 Overseas Highway, Suite 300, Marathon, Florida 33050, as **Certificate Holder**
 - d. License number should be listed on certificates of insurance
9. Submit an original Monroe County [Agent Authorization Form](#) if anyone other than the licensee will be dropping off and/or picking up a permit. **NOTICE:** The licensee, no exceptions, must sign all Building Permit applications.
 10. Applications may be emailed: contractor-license@monroecounty-fl.gov



Office Use: Received:
By: _____

Contractor ID #:
Contractor ID # No Longer in Use, If applicable: _____

Date Activated: _____

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LPG Contractor Registration Application

Section I – License

MQC Number:: _____ LPG License Number: _____

Select Registration Type:

- New Registration
- Update Registration

Section II – Applicant

Licensee's Name: _____

(Name MUST match name on driver's license)

Home Address: _____

Cell Phone Number: _____

E-mail Address : _____

Section III – Business

Qualified Business Name: _____

(Print Company Name AS it appears on license)

The corporation and/or fictitious name you qualify must be registered and in ACTIVE status with the Florida Department of State Division of Corporations (www.sunbiz.org). List document or registration number: _____

Business Location Address: _____

Business Mailing Address: _____

Business Phone Number: _____ Ext: _____ Fax Number: _____

Section IV – Signature

I swear and affirm that the all of the above is correct, true, and accurate to the best of my knowledge.

Licensee's Signature: _____

Date: _____

STATE OF _____

COUNTY OF _____

Sworn to & subscribed to before me this _____ day of _____ 20____, he / she is personally known to me or has produced _____ as identification and who did (did not) take an oath.

Notary's Signature

Seal