LPG Contractor Registration Requirements and Application

The purpose of this form is for Liquid Petroleum Gas (LPG) contractors wanting to register OR update an existing expired registration with Monroe County Building Department. This registration is only for un-incorporated areas. Application may be mailed to the Middle Keys Office Address listed above, or email legible copies to: contractor-license@monroecounty-fl.gov

To avoid delays in registration, make sure you provide signed and notarized Application along with requested items below:

1. Legible color copy of qualifier driver’s license or some other valid form of government approved identification.
2. Legible copies of Master Qualifier Certificate (MQC) and Liquefied Petroleum Gas (LPG license).
3. The corporation and/or fictitious name you qualify must be registered and in ACTIVE status with the Florida Division of Corporations: www.sunbiz.org Legible copy is required.
5. Copy of current-issued Certificate of Insurance from an insurance company authorized to do business in the state of Florida, Complete business name (including DBA) as licensed and license numbers must be included on the Certificate of insurance.
   Certificate Holder: Monroe County Building Dept. 2798 Overseas Highway Suite 300, Marathon, FL 33050
6. Copy of current-issued Certificate of Insurance from an insurance company authorized to do business in the state of Florida, workers compensation insurance and/or a State of Florida workers’ compensation exemption (dependent on business status.) Complete business name (including DBA) as licensed must be included on the Certificate of insurance.
   Certificate Holder: Monroe County Building Dept. 2798 Overseas Highway Suite 300, Marathon, FL 33050.
   Exemption Certificates are only accepted for qualifying officers of business name and specific trade must be listed on exemption.

*Agent Forms are available on our website if applicable*

YOU WILL BE EMAILED A CONTRACTOR ID NUMBER UPON COMPLETION OF YOUR REGISTRATION

You may also view the status of your registered accounts on our website at:
   MCeSearch: https://mcesearch.monroecounty-fl.gov/home
MONROE COUNTY BUILDING DEPARTMENT
Middle Keys Office:2798 Overseas Highway, Marathon, FL 33050, (305) 289-2501/Lower Keys Office: 5503 College Road, Key West, FL 33040, (305) 295-3990
Upper Keys Office: 102050 Overseas Highway, Key Largo, FL 33037, (305) 453-8800/Ocean Reef Office: 11601CR 905, Key Largo, FL 33037, (305) 453-8765
Website: https://www.monroecounty-fl.gov/162/Contractor-Information-Forms-Application EMAIL: contractor-license@monroecounty-fl.gov

Liquid Petroleum Gas (LPG) Contractor Registration Application

SECTION I - LICENSE

MQC Number: ________________________________________________  LPG License number: __________________________________________

SECTION II – APPLICANT

License Holder’s Name: ________________________________________
(Name Must match name on driver’s license)

Home Mailing Address: ________________________________________

License Holder’s Cell Phone Number: _____________________________
License Holder’s Email Address: __________________________________

SECTION III – BUSINESS

Business Name: ________________________________________________
(As registered including DBA)

Business Mailing Address: ______________________________________

Business Phone Number: ________________________________
Business Email Address: _______________________________________

SECTION IV – SIGNATURE

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

Licensee’s Signature

NOTARY PUBLIC
STATE OF FLORIDA ____________________________________________ COUNTY OF ______________________________
Sworn to (or affirmed) and subscribed before me by means of ___ physical presence or ___ online notarization, this _____ day of _______ 20 __ (year), by _____________________________________________
(Name of person making the statement)

__ Personally Known or __ Produced Identification
Type of Identification Produced: __________________________________________________________________________________________

_________________________  ________________________________
(Signature of Notary Public – State of Florida (Print, Type or Stamp Commissioned Name of Notary Public)

Notary Public
My Commission Expires: __________________________________________ (SEAL)

10/5/15/Updated O:building/contractor license/AA license/online applications 2021