



**RENEWAL NOTICE
2009-2010
REGISTRATION APPLICATION**

To: Orchid Island Registered Contractors, Subs
and Non-Construction Service Providers

On September 30, 2009, your contractor's **REGISTRATION CERTIFICATE** will expire along with the window decals. Enclosed is an application for renewal.

To renew by mail: send a completed application with the required documents and a check for \$20.00 payable to the Town of Orchid. Registrations may be renewed after September 15, 2009.

All required documents and payment must accompany the application (or be received prior to application) in order to receive a work registration certificate.

Required documents include:

- County/Local occupational license for 2010,
- General Liability Certificate with Town of Orchid as Certificate Holder,
- Workers Compensation Certificate with Town of Orchid as Certificate Holder OR,
- Workers Compensation Exemption Certificate

It is up to you to keep your documents current. Access Control will be notified of expired documents and may choose to deny you access into Orchid.

Please call Linda at 772 569-7686 if you have any questions.

Thank you.