



7707 U.S. Highway 1, Suite 3  
Vero Beach, FL 32967-5627  
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September 2011

## RENEWAL NOTICE

2011-2012

### REGISTRATION APPLICATION

**TO: ORCHID ISLAND REGISTERED CONTRACTORS, SUBCONTRACTORS & NON-CONSTRUCTION SERVICE PROVIDERS**

On September 30, 2011, your contractor's REGISTRATION CERTIFICATE will expire. Enclosed is an application for renewal.

Registrations may be renewed either by mail or in person. To renew by mail, send to the above address, the completed application with the required documents (listed below) and a check or money order for \$20.00 payable to the Town of Orchid. Registrations may be renewed after September 15, 2011. (We accept cash, checks or money orders only.)

*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,
- 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
- \$20.00 Registration Fee – Check or Money Order Made Payable to: Town of Orchid

It Is Up To You To Keep Your Documents Current. The Gate Access Control Will Be Notified Of Expired Documents And May Choose To Deny You Access Into Orchid.

If you should have any questions, please call Town of Orchid at 772-581-2770.