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September 2011

TO: STATE CERTIFIED CONTRACTORS

October 1, 2011 is the start of the Town of Orchid 2011-2012 registration year.

In the event that you perform work within the Town of Orchid, your business ***must be registered*** with the Town of Orchid. As a State Certified business, there is no fee to register with the Town of Orchid. It is necessary, however, that we have a copy of the following on file:

- Current State License
- General Liability Insurance Certificate with the Town of Orchid as a Certificate Holder
- Workers' Compensation Insurance Certificate with the Town of Orchid as a Certificate Holder OR
- State of Florida Worker's Compensation Certificate of Exemption

Please complete the enclosed information sheet. Mail the information sheet along with copies of the above named documents to the address above or the documents can be faxed to 772-581-2771.

Upon receipt of the requested documentation, we will mail, or you can pick up at Town Hall, a Work Registration Certificate to your business. Use this Certificate to obtain a Town of Orchid window decal. Bring the Work Registration Certificate to the Main Gate on A1A west to obtain the window decals.

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