



**CITY OF ST. AUGUSTINE**  
**PLANNING & BUILDING DEPARTMENT**  
**Contractor Requirements**

**State Certified & Registered Contractors**

- State Certified or Registered License
- Liability Insurance (minimum of \$300,000)
- Workers Compensation or exemption form

If the job is over \$2,500 you will need to submit a **Notice of Commencement** signed by the property owner, notarized & recorded at the St. Johns County Courthouse.

**(Please email all documents to the email address listed below)**

**All Certificates of Insurance need to be made out to:**

**City of St. Augustine  
Planning & Building Department  
P.O. Box 210  
St. Augustine, FL 32085**

**Phone (904) 825-1065**

**Email: [acannon@citystaug.com](mailto:acannon@citystaug.com) or [sclayton@citystaug.com](mailto:sclayton@citystaug.com)**