



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

**State Certified & Registered Contractors**

- State Certified License
- Driver's License or picture ID with signature
- 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 Do Not Fax Driver's License or State License, a copy of these documents must be brought in or mailed)**

**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 Fax (904) 209-4335**

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