



Contractor Registration Requirements

City of Port Orange

1. State Registered and Local Specialty Contractors:



a. In order to receive a permit with the City of Port Orange, State Registered and Local Specialty Contractors must participate with [Volusia County Contractor Licensing](#) (link will take you to the Volusia County Contractor Licensing webpage for further instructions on how to register).

- Note: Concrete, paver, stucco, pre-fab shed installers and masonry contractors are excluded from this list as Volusia County no longer issues specialty licenses for these types. For these types, please provide the City of Port Orange with all documents as listed below in section 2B below.

b. All documents/fees must be updated with Volusia County Contractor Licensing.

2. State Certified Contractors:

a. may select to participate with Volusia County Contractor Licensing. This is a service offered and is **NOT** required. However, if a contractor selects to participate with Volusia County Contractor Licensing, all documents/fees **shall** be updated with Volusia County Contractor Licensing. Certificate of insurance must identify the certificate hold as:

Volusia County
123 West Indiana Ave - Room 203
Deland, FL 32720
Tel: 386-736-5957 (opt #2) Email: contractorlicensing@volusia.org

b. If a **State Certified** contractor declines participation with Volusia County Contractor Licensing, the contractor must provide the following items to the City of Port Orange with each permit application:

- Copy of original State License
- Copy of original local business tax; County and City, if required (formerly known as “Occupational License”)
- Certificate of insurance - Liability
- Certificate of insurance - Worker’s Compensation. If the contractor has worker’s comp exemption – provide a copy of original exemption.

c. Certificate of Insurance for “State Certified” contractors **NOT** participating with Volusia County Contractor Licensing must identify the certificate holder as:

City of Port Orange, Attn: Building Division
1000 City Center Circle, Port Orange, 32129
Tel: 386-506-5602 Email: Buildingpermits@port-orange.org