

MARGO D. ANDERSON  
MAYOR

JOEL B. SCHUBERT  
CITY MANAGER

ROBERT C. JACKSON  
CITY ATTORNEY



COMMISSIONERS  
JOSEPH ASHBROOK  
ANTONIUS G. BARNES  
RODNEY FRIEND  
ROGER P. SCHAD

# DOCUMENTS NEEDED TO PULL PERMITS

## CERTIFIED STATE LICENSE HOLDERS

- Copy of Florida State License
- Copy of Certificate Liability Insurance  
(Should state City of Lynn Haven at bottom of Certificate)
- Copy of Worker's Comp Insurance or Exemption Certificate  
(Should state City of Lynn Haven at bottom of Certificate)
- Business Tax Receipt/ Occupational License
- Need a Letter Signed by State License Holder on Company Letterhead Naming the Persons Who are Authorized to Pull Permits Under his/her License

## REGISTERED STATE LICENSED HOLDERS

All items listed above are required plus:

- Original \$5000.00 Bond (Must be Made Payable to City of Lynn Haven)
- Competency Card (Must have Bay County Comp Sheet and Contractor must Purchase a 2 year (\$50.00) Comp Card with the City of Lynn Haven)

**Business Name:** \_\_\_\_\_

**Contractors Name:** \_\_\_\_\_

**Business Address:** \_\_\_\_\_

**Mailing Address:** \_\_\_\_\_

**Office #** \_\_\_\_\_ **Fax #** \_\_\_\_\_

**Cell #** \_\_\_\_\_ **E-mail** \_\_\_\_\_

**Customer #** \_\_\_\_\_ **Date** \_\_\_\_\_

825 Ohio Avenue • Lynn Haven, FL 32444  
(850) 265-7316 • Fax (850) 265-7300  
www.cityoflynnhaven.com  
E-mail: [buildingdepartment@cityoflynnhaven.com](mailto:buildingdepartment@cityoflynnhaven.com)