



*City of Jacksonville - Department of Public Works
Building Inspection Division*

Private Provider Registration Form

(REVISED: 8/26/2026)

The City of Jacksonville FL requires all private provider firms to complete a one-time registration. There is no fee associated with the registration. During this process, proper licensure and insurance are verified and documented. Private Providers are responsible for keeping registration records current.

If you will be submitting permits and documents to the Building Dept for Private Provider Plan Review and using your company account information, you will also need a Business account in JaxEPICS as a Design Professional.

To register as Design Professional, please visit our website at Jacksonville.gov/bi

To register, please submit the following documents via email to: BIDPrivateProviders@coj.net

- Private Provider Registration Form
- Copies of professional licenses (regulated under Florida Statutes 481, 471, or 468) for each duly authorized representative
- Certificates of insurance

Name of Qualifier: _____

Name of Business: _____

Business Address: _____

Business Phone: _____ Business Email Address: _____

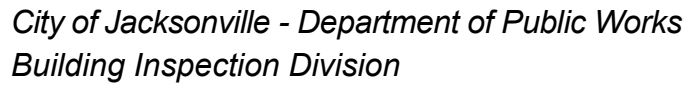
Enter all duly authorized representatives, regulated by Florida Statutes 481, 471, and 468 below:

Name	License #	Email address

The authorization(s) for the listed individual(s) will remain in effect unless canceled in writing by the undersigned

Signature: _____ Date: _____

For assistance or questions related to Private Provider, please email BIDPrivateProviders@coj.net



Optional second page - for additional Authorized Representatives

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