



## JaxEPICS Contractor Registration Form

(Revised 3/24/2026)

For New Profile or Adding License Holder to an Existing Company

When Registering for a Contractor profile in [JaxEPICS](#) as a Private Provider, you will only be able to submit Plans and Documents for review under this profile. A Private Provider who will be providing both Inspections **and** Plan Review services will also need to register for a separate Private Provider profile in [JaxEPICS](#).

**Required Documents:** Email All Documents and this Form to [BidRegistrations@coj.net](mailto:BidRegistrations@coj.net)

1. A copy of a valid certificate issued by the Florida Department of Professional Regulation, Construction Industry Licensing Board.
2. A copy of personal picture identification (e.g. driver's license).
3. A proof of compliance with the Florida Worker's Compensation law (Chapter 400, Florida Statutes) in the form of:
  - a. A certificate of Worker's Compensation insurance issued to the City of Jacksonville as certificate holder, or
  - b. A "Certificate of Election to be Exempt" from Florida workers compensation law (Form DWC-252)

### Contractor Information – Please Print

Qualifier's Name: \_\_\_\_\_  
 Type of Contractor: \_\_\_\_\_  
 License Number: \_\_\_\_\_ Expiration Date: \_\_\_\_\_  
 Company Name (as appears on DBPR License): \_\_\_\_\_  
 Mailing Address: \_\_\_\_\_  
 Business Address: \_\_\_\_\_  
 Phone Number Office: \_\_\_\_\_ Mobile: \_\_\_\_\_  
 Qualifier's Email Address: \_\_\_\_\_  
 Company Email Address: \_\_\_\_\_

I attest this information is true and accurate  
To the best of my knowledge.

\_\_\_\_\_  
License Holder Signature

\_\_\_\_\_  
License Holder Printed Name

NOTARY AS TO LICENSE HOLDER

Before me this \_\_\_ day of \_\_\_\_\_, 20 \_\_\_,

Personally appeared \_\_\_\_\_

Who executed the foregoing instrument, and acknowledged before me the same was executed for the purposes therein expressed.

Type of ID Produced: \_\_\_\_\_

Notary Signature: \_\_\_\_\_

Printed Name: \_\_\_\_\_

My Commission Expires: \_\_\_\_\_