



Serving the Community

# City of Cocoa, Florida

COMMUNITY DEVELOPMENT DEPARTMENT  
BUILDING DIVISION  
65 Stone Street, Cocoa, Florida 32922  
PHONE (321) 433-8501 FAX (321) 433-8543

## REPOSITORY FILE REQUEST FORM (LICENSING PAPERWORK STORAGE)

PLEASE COMPLETE THE FOLLOWING:

Name of License Holder (print): \_\_\_\_\_

State or County License Number: \_\_\_\_\_

Name of Business: \_\_\_\_\_

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Business Phone #: \_\_\_\_\_ Business Fax #: \_\_\_\_\_

License Holder E-mail Address (optional): \_\_\_\_\_

License Holder Signature (required): \_\_\_\_\_ Date: \_\_\_\_\_

PLEASE ATTACH THE FOLLOWING:

- Copy of valid State of Florida Contractor or Brevard County Competency License (one business may store additional license holder repository forms in a file with a single payment).
- Copy of valid Local Business Tax Receipts (municipal and county).
- Copy of valid Certificate of General Liability Insurance (city must be shown on certificate as holder).
- Copy of valid Certificate of Worker Compensation or State Exemption (city must be shown on certificate as holder).
- Permit authorization letter (all license holders may have several letters or forms in a single file).

Contractors not desiring to place this information on file with the city will be required to provide a copy of their license and proof of insurance or exemption with each permit application.

**“ALL DOCUMENTS MUST BE SUBMITTED LEGIBLE. FACSIMILE DOCUMENTS MUST HAVE THE LICENSE HOLDER NAME ON ALL PAGES WHEN FAXED”**

Note: Should you have questions or require any additional information, please contact the Building Division at (321) 433-8501. Additional documents maybe required upon request by the Building Division.

### OFFICE USE ONLY:

DATE RECEIVED: \_\_\_\_\_ DATE ENTERED: \_\_\_\_\_

**\*\*ONLINE PAYMENT IS NOW AVAILABLE FOR BUILDING PERMIT FEES, LOCAL BUSINESS TAX RECEIPTS, AND CODE ENFORCEMENT LIENS\*\***