FLORIDA PLANNING

Florida homeowner contractor and project lookup guide

Match the business to its license record, identify the local authority and organize the project documents.

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Check the business and the qualifying contractor

Florida DBPR explains how a licensed individual qualifies a construction business. Start with the exact business name and license number shown on the proposal, then compare the business and individual records. Read the license category and current status instead of treating a familiar name as a complete match.

Some work may not require a state construction license, so a missing DBPR result should lead to a question about the correct trade and local requirements, not an invented conclusion. Contact the governing building department when the scope or record is unclear. A directory listing is a useful introduction; the official record is where the license check happens.

- Record the name exactly as it appears on the proposal.
- Keep the license lookup date and record reference.
- Ask who will supervise the work and handle permit documents.

Find the city or county that handles the project

Confirm jurisdiction using the property address and parcel information. City of Ocala Building Services and Marion County Building Safety are different starting points. A property with an Ocala mailing address should not automatically be assigned to the city process.

Ocala publishes its building-services and permit resources. Marion County publishes Civic Access guidance for county records. Ask the relevant office which application, plan review, zoning questions and inspections apply to your work. This guide deliberately records the official answer for your project rather than guessing from a generic project label.

Put evidence next to each decision

Keep a folder containing the agreed scope, dated proposal, license record, insurance evidence, named products, permit correspondence and approved changes. Use filenames that identify the subject and date. A short index makes the folder useful when a contractor, reviewer or future owner needs a specific document.

For windows, exterior doors or other products with approval documentation, ask for the exact model and the document the project team plans to use. The local authority or design professional should resolve site-specific suitability. A sales brochure and an approval record are different documents.

Record	What to match
Contractor record	Legal business, qualifying individual, category and status
Proposal	Address, scope, materials, price and exclusions
Permit / review record	Correct property, scope, status and responsible party
Product documents	Exact model, revision and intended application

A better request for clarification

Use a specific message: “The proposal names [business] and license [number]. Please confirm the license category for [scope], who will apply for required permits, and which closeout records I will receive.” Attach the written scope so the reply addresses the same job. Keep factual discrepancies separate from opinions about service or workmanship.

Worksheet: Florida project checks

Project address / parcel: _____

Work requested / affected systems: _____

Lookup and document register

Item	Record / answer	Checked date
City or county jurisdiction		
Building department / official link		
Business and qualifying individual		
License number / category / status		
Permit responsibility		
Named products / model numbers		
Inspection / closeout records		
Open question and reply contact		

Keep the next step clear

- Confirm project jurisdiction before following an online form.
- Resolve mismatched business or license details before committing.
- Keep unknown permit or product requirements as questions for the responsible office.
- Save the written answers with the final scope and any changes.

Call or email log

Office / date / topic	Answer / action owner

Sources and edition

Primary references checked 2026-11-28. Worksheet prompts and examples are original editorial resources. Recheck live official records and quoted prices for your project.

Florida DBPR: contractor and business verification
https://www2.myfloridalicense.com/construction-industry/construction-industry-business-information/

Florida DBPR: license search
https://www.myfloridalicense.com/wl11.asp?file=search.asp

City of Ocala: building services
https://www.ocalafl.gov/government/city-departments-a-h/growth-management/building

Marion County, Florida: Civic Access FAQ
https://www.marionfl.org/doing-business/civic-access/civic-access-faq

Florida Building Commission: product search
https://www.floridabuilding.org/pr/pr_app_srch.aspx