



Contractors Certification Division
Planning, Zoning & Building
2300 N. Jog Road, 2nd Floor Suite 2W-61
West Palm Beach, FL 33411
Office (561) 233-5525, option #2

Insurance Certificate Instructions

Contractors must use the Online Portal to update the General Liability and Workers Compensation Insurance. Once submitted you will be able to verify the status of your submission. You can access the Online Portal at the following Link:

<https://www.pbcgov.org/ePZB.Admin.WebSPA/>

Please note: Since 1/1/2017 insurance updates have not been accepted via e-mail, fax, or U.S. Mail as the office is now paperless.

Insurance Certificates will only be accepted from the Contractor and not from the Insurance Carriers.

The “**Certificate Holder**” Information on the “Certificate of Liability Insurance” (COI) document must read the same as our mailing address:

Palm Beach County
C/o Contractors Certification
2300 N. Jog Rd, 2nd Floor - Suite 2W-61,
West Palm Beach, FL 33411-2741

The Certificate of Liability Insurance (COI) for the workers compensation - must include in the “**Description of Operations**” section the Contractor (Qualifier) Name, License number, **and the following statement:** “Is covered under this workers comp insurance policy”

Example - *John Smith CGC-123456 is covered under this workers comp insurance policy.*

If the Qualifier is **not covered** under the Workers Compensation insurance Policy then the Contractor must provide a *State of Florida Workers Compensation Exemption Certificate (WCEC)*.

The State of Florida Division of Workers' Compensation” Exemption Certificates shall include the Contractor’s complete name, middle name initial is acceptable (if applicable), and suffix (if applicable), Example - Sr., Jr., III. Contractor Trade on the Workers Compensation Exemption Certificate shall be listed under “Scope of Business or Trade”.