

# Brevard County Planning & Development

## BASS Registration Checklist and Agreement

### Requirements for Registered Users with added approved Contractor License

Follow steps to be able to apply for building permits, make online payments, upload & download documents, print receipts in addition to other registered user services.

*\*Inspection Scheduling requires only a registration – no agreement or adding a license needed.*

**BASS Website:** [www.brevardfl.gov/BASS](http://www.brevardfl.gov/BASS)

#### 1. Register for an Account on BASS Website

- Each user must register with a unique user name and email address. For instructions and other helpful information visit BASS website and follow *Helpful Links: How To Register*
- Email Verification Required – You will receive an email to activate your account. You MUST click on the verification link to be able to login to your account.

#### 2. BASS Registration Agreement Required

- Complete attached agreement with notarized signature of license holder (contractor). Email address on form MUST match online registration and be unique for each user.
- Include legible copy of Driver's License for contractor and each delegate if applicable.

#### 3. Verify your License Record

- License Record must be Active and Up-To-Date. Verify license by visiting BASS website and follow *Helpful Links: Verify License Record*. If no results found, contact Contractor Licensing at [contractorlicensing@brevardfl.gov](mailto:contractorlicensing@brevardfl.gov) or call (321) 633-2058 option 4, option 6.

#### 4. Add License to BASS Account

- Login to BASS - Click **My Account** and **Add A License**. For instructions visit the BASS website and follow *Helpful Links: How To Add A License*
- Approval by Contractor Licensing required. You will be notified by email.

#### Optional Delegate

- The Contractor may authorize a Delegate to submit applications and make payments. Delegates must follow registration process, be listed on the Registration Agreement and provide Driver's License. **Approval by Contractor Licensing is required.**

For Technical issues contact [AccelaSupport@BrevardFL.gov](mailto:AccelaSupport@BrevardFL.gov)



BOARD OF COUNTY COMMISSIONERS

Licensing Regulation & Enforcement

2725 Judge Fran Jamieson Way, Bldg. A-114
Viera, Florida 32940

Email: contractorlicensing@brevardfl.gov

Phone (321) 633-2058, option 4, then 6

www.brevardfl.gov/PlanningDev

BASS (Brevard's Advanced Service Site) Online Permitting Registration Agreement

As a prerequisite for using the Brevard County Online Permitting System, Licensed Contractors must submit the completed agreement WITH a legible copy of the Driver's License to Licensing Regulation & Enforcement via email to contractorlicensing@brevardfl.gov, or at the office; AND complete the Online Registration at www.brevardfl.gov/BASS.

- 1. Terms and Conditions. The undersigned contractor (herein after known as "Contractor") acknowledges and agrees to the following terms and conditions for registration for an online permitting account:
1.1. Contractor agrees to maintain their State Certified Contractor License or Brevard County Certificate of Competency License in good standing and on file with the County and further agrees to maintain current proof of workers compensation insurance, and/or proof of workers compensation exemption, and general liability insurance with Brevard County.
1.2. Contractor agrees to subcontract all electrical, mechanical, plumbing, roofing, sheet metal, swimming pool, and air conditioning work, unless such contractor holds a State Certified Contractor License or Brevard County Certificate of Competency License in the respective trade category as provided by Florida Statute Chapter 489 and Brevard County Code of Ordinance Article VI, Chapter 22.
1.3. Contractor acknowledges and accepts responsibility for compliance with all applicable codes, regulations, rules, laws and ordinances as well as the payment of all legally constituted fees regarding online permits.
1.4. Contractor acknowledges that his/her online permitting ability or online account may be suspended or revoked if Brevard County determines that the Contractor has violated any applicable Florida Statute or County Code, or any of the terms and conditions of this agreement for use of the Brevard County online permitting system.
1.5. Contractor agrees that it is his/her responsibility to monitor and maintain his/her online account information.
2. Contractor Certification.
2.1. I certify that I read and agree to the terms and conditions for creation of an online permitting account and registration for using the online permitting system.

APPROVAL BY LICENSING REGULATION & ENFORCEMENT REQUIRED

Print Contractor First & Last Name Legible copy of Driver's License Required
State of Florida or Brevard County Certified Contractor License Number
Contractor Online Registration Email Address Must be different than Delegate Email Address

Signature of Licensed Contractor No stamps allowed
Date
OPTIONAL Print Authorized Delegate Name Legible copy of Driver's License Required

STATE OF
COUNTY OF
Delegate Online Registration Email Address Must be different than Contractor Email Address

Subscribed and sworn to before me this day of , personally appeared

(Name of the undersigned) , who is personally known to me or produced as identification, and who did not take an oath.

Notary Public Signature SEAL: