

Hillsborough County Locksmith Services Business Licensing Important Information

Locksmith services businesses operating in Hillsborough County must apply for a license prior to conducting business in Hillsborough County. The Locksmith Services Businesses Ordinance 13-29 applies to those Locksmith Services businesses that operate in unincorporated Hillsborough County, and the cities of Tampa, Temple Terrace, and Plant City.

- **Locksmith Services Business Ordinance** – Read and review Locksmith Services Business Ordinance number 13-29. The business owner and all employees are covered by the ordinance and should be familiar with the ordinance requirements.
- **Application Fees** – Each biennial application for a Hillsborough County Locksmith Services Business License requires a fee determined by the amount of employees employed by the business applying for the license. The application fee shall be in the form of a check or money order made payable to the Hillsborough County Board of County Commissioners. No cash or credit card payments will be accepted. The fee scale is as follows:
 - If the business applying for a license employs 1 to 5 people, the business shall remit an application/license fee in the amount of \$500.
 - If the business applying for a license employs 6-10 people, the business shall remit an application/license fee in the amount of \$750.
 - If the business applying for a license employs 11 or more people, the business shall remit an application/license fee in the amount of \$1000.
- **List of Employees** – “Section C” of the application must be used to list all employees. The applicant must submit a list of all persons associated with the management or operation of the locksmith services business. This list includes, but is not limited, to all owners, operators, and employees.
- **FDLE Background Checks** – The owner and all employees of the Locksmith Services Business who perform locksmith services as defined in the ordinance must undergo a background check. Local owners and employees will be fingerprinted by the Code Enforcement Department. Those not local to the area but in the State of Florida must submit electronically scanned fingerprints to the Florida Department of Law Enforcement. In order for Code Enforcement to receive the results, the Code Enforcement ORI number must be provided at the time of submission. Out of state owners must submit a copy of a criminal history from their state of residence.
- **Liability Insurance** – A locksmith services business must maintain current and valid commercial general liability insurance coverage of at least \$500,000 per incident for loss or damages resulting from the negligence of the locksmith services business or any person it employs to perform locksmith services, other employees or agents.
- **“Section F”** – This section must be completed if the locksmith services business employs any person who has resided outside of the State of Florida in the past seven (7) years.
- **Photo Identification Cards** – Each locksmith services business shall issue a photo identification card to each person employed by the licensee to perform locksmith services on its behalf. All such photo I.D. cards must include the name and photograph of the person as well as the name and license number of the locksmith services business. Each person employed by the licensee to perform locksmith services on its behalf must display the photo identification card on his or her person at all times while performing locksmith services.
- **Sworn and Notarized Statement** – The owner of the locksmith services business must provide a sworn and notarized statement attesting to the veracity and accuracy of the information provided in the application.

The “Application for a Locksmith Services Business License” must be completed online at www.hillsboroughcounty.org/locksmith. Once the application is completed by typing in all of the required information, the applicant shall print out the completed application, sign and notarize the appropriate sections, and return the completed and signed application with all of the required documents to Hillsborough County Code Enforcement, 3629 Queen Palm Dr. Tampa, FL 33619. Failure to properly submit or make timely corrections to an application may result in denial or revocation.