

Business Requirements for Ocean Reef

All companies are required to provide the following documentation to the Welcome Center in order to work on property.

1. Liability insurance in the amount of \$1,000,000. The insurance form must list the following certificate holder:

Ocean Reef Community Association
24 Dockside Lane # 505
Key Largo, FL 33037

*Waivers to the insurance requirement may be granted on a case by case basis. For further information contact the Welcome Center.

2. State License, State Registration, Monroe County certificate of competency in your specific career field. (Note: If there is not a specific license in your career field, you are not responsible for this requirement).
3. County occupational license for your business. (Note: If your Business is state registered; you must provide a Monroe County occupational license).
4. Proof of worker's compensation on your insurance form, in accordance with state law.
5. Proof of registration and insurance for all company vehicles.
6. Annual Ocean Reef Business License Fees
 \$155.00 Off-Site Companies
 \$450.00 On-Site Small Companies (3 employees or less)
 \$905.00 On-Site Large Companies (4 or more employees)

*Business license fees are due by June 1 of each year. You may mail your payment when you receive your bill from ORCA or pay in person at the Welcome Center.

Additional Fees: \$35.00 New Employee I.D. Cards
 \$25.00 Employee I.D. Renewals
 \$15.00 Parking Decals

All questions should be directed to the Welcome Center.
Office (305)367-4418
Fax (305)367-4960
Hours: Monday – Saturday 7:00 A.M. to 4:00 P.M.