



Town of Manalapan

Building Department • 600 South Ocean Blvd., Manalapan, FL 33462

Website: www.manalapan.org • Phone: 561-585-9477 • Fax: 561-585-9498

CONTRACTOR REGISTRATION INSTRUCTIONS

The Town of Manalapan no longer accepts contractor registration applications or contractor registration updates via email or in person. All contractor registrations must be completed through the MGO online portal.

To Get Started:

1. Visit www.mgoconnect.org
2. Select Customer Portal.
3. State: Select Florida.
4. Jurisdiction: Select Manalapan.
5. Create a new account or log in to your existing account.
6. Select Apply/Renew Contractor Registration.

New Contractor Registrations:

(If you do not currently have a Contractor Registration (CR) project number with the Town of Manalapan)

- Select Get Started on a New Application.

Existing Contractor Registrations:

(If you already have a Contractor Registration (CR) project number)

- Select Submission to Existing Project for STATE LICENSE UPDATES ONLY.

Insurance & Business Tax Receipt Updates:

(Updates to the following documents must be uploaded directly to your existing Contractor Registration (CR) project. Do not use "Submission to Existing Project" to update these documents.)

- General Liability Insurance
- Workers' Compensation Insurance
- Local County Business Tax Receipt

IMPORTANT:

- Creating an MGO account does not register you as a contractor with the Town. A Contractor Registration application must be submitted and approved before your registration is active.
- All contractors and subcontractors performing work within the Town of Manalapan are required to maintain an active Contractor Registration through the MGO portal.
- Your Contractor Registration project can be found under the Licenses tab or on your Dashboard in the MGO portal.

Questions?

Molly Gaughan

Building Services Administrator

Town of Manalapan

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