Application ID: _____

CONTRACTOR REGISTRATION
CITY OF BAYTOWN

TRADE: (Please fill out form for each trade.) **REGISTRATION FEE: $25.00**

Current Trade License (if applicable) and Valid Drivers License are required to be shown at time of registration.

License to be renewed annually from application date.

_____ **Building Contractor (BL)**
_____ **Commercial Building Contractor (CB)**
_____ **Pool Contractor (PL)**
_____ **Fence Contractor (FE)**
_____ **Sign Contractor (SG)**
_____ **Roofing Contractor (RF)**
_____ **Demolition Contractor (DM)**
_____ **Concrete/Paving Contractor (CC)**
_____ **Tree Trimming**
_____ **Debris Removal**
_____ **Other** _____

STATE LICENSE REQUIRED

_____ **Plumbing Contractor (PLB)**
_____ **HVAC Contractor (HVAC)**
_____ **Electrical Contractor (EL)**
_____ **Irrigation Contractor (IR)**
_____ **Backflow Prevention Tester (BFT)**
Fire Protection (FP)

NAME OF BUSINESS: _____

NAME OF LICENSE HOLDER/APPLICANT: _____

BUSINESS OWNER: _____

BUSINESS MAILING ADDRESS: _____
Physical address if different from mailing.

CITY, STATE, & ZIP: _____

TELEPHONE NO: _____ **FAX NO:** _____

EMAIL ADDRESS: _____

TRADE LICENSE NO: _____

TRADE LICENSE EXPIRATION: _____

DRIVER'S LICENSE NO: _____

SIGNATURE OF LICENSE HOLDER: _____ **(State Held License)**
Original Signature Required

BUSINESS OWNER: _____ **DATE:** _____
Original Signature Required

LIST ANYONE AUTHORIZED TO SIGN PERMIT APPLICATION (LIMIT 4)

_____ _____

_____ _____

CITY OF BAYTOWN ~ BUILDING SERVICES
2401 Market St. - P. O. Box 424 - Baytown, Texas 77520
(281) 420-6537 - FAX (281) 837-2418
www.baytown.org

Revised: 9/17/2008

CITY OF BAYTOWN
CONTRACTOR REGISTRATION PROCEDURES

All contractors are required to:

- ✓ **Fill out a Contractor Registration Form;**
- ✓ **Pay registration fee of $25.00;**
- ✓ **Provide a copy of the trade license(s), if applicable, and driver's license; and**
- ✓ **Provide a certificate of insurance evidencing a Commercial General Liability insurance if required for the services the Contractor is registered.**

TRADE	LICENSE REQUIREMENTS	CERTIFICATE OF INSURANCE REQUIRED?
Building (Commercial & Residential) (Includes Fence & Driveway)	Applicant's or Owner's Driver's License	No
Roofing	Applicant's or Owner's Driver's License	No
Swimming Pool	Applicant's or Owner's Driver's License	No
Demolition	Applicant's or Owner's Driver's License	Yes
Foundation Repair	Applicant's or Owner's Driver's License	Yes
House Moving	Applicant's or Owner's Driver's License	Yes
Electrical	State Master Electrician License License Holder's Driver's License State Electrical Contractor License	Yes
Plumbing	State Master Plumbing License License Holder's Driver's License	Yes
Irrigation	State Irrigator License License Holder's Driver's License	Yes
Mechanical	State HVAC License License Holder's Driver's License	Yes
Sign	State Sign Erector License License Holder's Driver's License State Electrical Sign Contractor License (if applicable)	Yes
Fire Alarm	State ACR License & ECR if servicing extinguishers License Holder's Driver's License	Yes
Sprinkler System	State SCR License & ECR if servicing extinguishers License Holder's Driver's License	Yes
Tree Trimming/Debris Removal	Applicant's or Owner's Driver's License	No
Back Flow Prevention Tester	Backflow Prevention License License Holder's Driver's License	No (if only testing) Yes (if installing new BFP system)

10/22/09