



SUBCONTRACTOR REGISTRATION FORM

Office Time Stamp: _____

BUILDING INSPECTION

FOR OFFICE USE ONLY

Company Name: _____ **CONREG-** _____ - _____

Please see attached for annual registrations fees

SUBCONTRACTOR CLASSIFICATION: (mark all applicable)

- | | | | |
|--|--|--|-------------------------------------|
| <input type="checkbox"/> Electrical Contractor | <input type="checkbox"/> Master Elec. | <input type="checkbox"/> Journeyman | <input type="checkbox"/> Apprentice |
| <input type="checkbox"/> Plumbing Contractor | <input type="checkbox"/> Irrigation Contractor | <input type="checkbox"/> Mechanical Contractor | |

Registration form must be accompanied by the following documents; a copy of the applicant's:

- a. Valid Driver's license,
- b. Company's Liability insurance Certificate with the City of New Braunfels as the certificate holder,
- c. State License or State Certification as applicable.
- d. For Electrical & Mechanical Contractors; State Contractor License from TDLR

REGISTRATION HOLDER/APPLICANT INFORMATION

Name: _____

Address: _____ City: _____ Zip: _____

Drivers License State: _____ Number: _____ Date of Birth: _____

Phone: _____ Cell: _____

E-mail: _____ Fax: _____

State License Number: _____ Expiration: _____

COMPANY INFORMATION

Name: _____

Address: _____ City: _____ Zip: _____

Phone: _____ Cell: _____

E-mail: _____ Fax: _____

Contractor License Holder: _____



SUBCONTRACTOR REGISTRATION FORM

BUILDING INSPECTION

City of New Braunfels
Building Department
550 Landa Street.
New Braunfels, Texas 78131-1747

Gentlemen:

As the holder of this contractor's registration associated with _____,
(Company Name)

I hereby authorize the following persons to sign for permits.

*No more than five additional signers. (Other than License Holder)

**All signatures are to be original only.
Drivers Licenses of all authorized signers must accompany this form.**

PRINT NAME:

SIGNATURE:

Signature of Registration Holder

Printed Name of Registration Holder

Date

Any changes to this list must be on a City authorized form.
Re-submittal of this form will supersede any previously submitted authorized signature form.

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I certify that the statements made by me in answer to the foregoing questions are true and correct to the best of my knowledge and belief. I also acknowledge the following reasons for denial, revocation, or suspension:

Grounds for denial, revocation or suspension of registration or right to obtain permits to work under an adopted code or ordinance of the City shall be:

1. Fraud or deceit in obtaining registration
2. Fraud or deceit in obtaining a permit
3. Negligence or incompetence in the conduct of work that results in improper, unsafe, or inferior construction
4. Violating, or permitting a violation of, an adopted code or ordinance of the city
5. Abandonment of an contract or work without legal excuse
6. Any material departure from, or disregard of, plans and specification with the consent of the owner and the Building Official
7. Initiating or proceeding with work without a valid permit
8. Failure to stop work when ordered by the Building Official or his duly authorized representative
9. Failure to meet a requirement of another of the state or federal government; or
10. Failure to meet any contractual requirement.

Signed this the ___ day of _____, 20__.

Applicant

Street Address City and State Zip Code Telephone No.

* * * * * * * * * ** * * * *

FOR OFFICE USE ONLY

REVIEWED: _____ APPROVED: _____

DATE: _____ SIGNATURE: _____

RESTRICTIONS: _____

SUBCONTRACTOR REGISTRATION FORM

- Any holder of an expired registration issued under the provisions of this article may renew such registration within 30 days of its expiration by paying the annual renewal fee for such registration. **A holder of a registration issued which has expired in-excess of 30 days, shall be considered as a new applicant.**

Electrical: *All registrations shall expire on June 30th of each year; notifications will NOT be sent out by the City of New Braunfels.*

- Electrical contractor's registration. The applicant must show proof of state registration and pay a registration fee of \$200.00. The person obtaining an electrical contractor's registration shall pay to the city the sum of **\$200.00 for the first year** and **\$75.00 as an annual renewal fee** for such registration.
- Master electrician's registration. The applicant must show proof of state registration and pay a registration fee of \$100.00. The person obtaining a master electrician's registration shall pay the sum of **\$100.00 for the first year** and the sum of **\$50.00 as an annual renewal fee** for such registration. License holder must apply in person.
- Journeyman electrician's registration. The applicant must show proof of state registration and pay a registration fee of \$100.00. The person obtaining a journeyman electrician's registration shall pay the sum of **\$100.00 for the first year** and the sum of **\$50.00 as an annual renewal fee** for such registration. License holder must apply in person.
- Apprentice/Wireman/Maintenance/Sign electrician's registration. The applicant must show proof of state registration and pay a registration fee of \$50.00. The person obtaining a wireman electrician's registration shall pay the sum of **\$50.00 for the first year** and the sum of **\$25.00 as an annual renewal fee** for such registration. License holder must apply in person.

Mechanical: *All registrations issued shall expire annually; notifications will NOT be sent out by the City of New Braunfels.*

- Mechanical contractor's registrations. An **annual registration fee of \$100.00** shall be paid to the city by the mechanical contractors and must show proof of licensing by the state department of licensing and regulations. Every registered mechanical contractor shall have his license in his possession when performing or supervising mechanical work and shall have his company name and license number affixed to each company vehicle. License holder must apply in person.

Irrigation Contractor: *All registrations issued shall expire annually; notifications will NOT be sent out by the City of New Braunfels.*

- Irrigation contractor's registration. An **annual registration fee of \$50.00** shall be paid to the city by the irrigation contractors and must show copy of Texas State Irrigator's License. License holder must apply in person.

Plumbing Contractor: *No Charge per Senate Bill 1354, a municipality may not require a plumbing registration fee or administrative fee, effective September 1, 2009.*