

Company: _____

Reviewed By: _____ Date: _____

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GENERAL CONTRACTOR APPLICATION CHECKLIST ***(REVISED: 7/30/2019)***

- General Contractor/Homebuilder Application
- Copy of current picture I.D. (Texas Driver's License) of Owners
- Certificate of Incorporation & Articles of Incorporation *(if applicable)*
- Most current Year-End Balance Sheet (Assets & Liabilities) &
Income/Operating Statement *(if applicable)*
*Profit & Loss – completed/approved by a 3rd party CPA or Bookkeeper with
cover letter*
- 2 years of most recent tax returns for Business or Owners
- Last two month's Operating Bank Statement *(all pages)*
- Proof of commitment letter from financial resource *(if applicable)*
- Certificate of Registration** with the City of Dallas as a General Contractor
- City of Dallas **Home Repair License** (Current)
- Contractor Vendor Registration** Form
- DUNs Number** (Duns & Bradstreet)
- Certificate of **System of Awards Management (SAMS) Registration**
- SAMS EPLS Verification of the Owners and the Company
- EPA Lead Firm Certificate** (General Contractor Company Only) (Current)
- EPA Lead Renovators** Certificate (Individual – if applicable)
- Copy Current Certificate of Liability Insurance to include General Liability &
Workers Compensation and Employers' Liability

HELPFUL INFORMATION

1. CERTIFICATE OF REGISTRATION	2. EPA LEAD-SAFE CERTIFICATION
<p>Location:</p> <ul style="list-style-type: none"> ➤ Oak Cliff Municipal Building ➤ Building Inspection ➤ 320 E. Jefferson Blvd. ➤ Dallas, TX 75203 ➤ Contact Number: (214) 948-4480 ➤ Hours of Business: M-F 8:00a.m. till 4:30 p.m. ➤ Website: General Contractor Registration Form. 	<p>How to become A Lead Safe Certified Firm:</p> <ul style="list-style-type: none"> ➤ Website: Lead Renovation/ Abatement Firm ➤ Application & Re-Certification ➤ https://epa.gov/lead
3. HOME REPAIR LICENSE	4. DUNS Number
<p>Location:</p> <ul style="list-style-type: none"> ➤ City of Dallas Consumer Protection Division ➤ 1500 Marilla St., Room 2D South ➤ Dallas, TX 75201 ➤ Contact Number: (214) 670-3438 ➤ Hours of Business: 8:15 a.m. till 5:15 p.m. <p>Down Loadable Application</p> <ul style="list-style-type: none"> ➤ Website: Home Repair License 	<p>To get a DUNSs Number:</p> <ul style="list-style-type: none"> ➤ Company: DUN and Bradstreet ➤ Contact Number: (877) 604-8448 ➤ Website: Duns <ul style="list-style-type: none"> ➤ Follow Dun & Bradstreet iUpdate instructions
5. CONTRACTOR VENDOR REGISTRATION FORM	6. SYSTEM OF AWARD MANAGEMENT (SAM)
<p>Location:</p> <p>City of Dallas Purchasing Department 1500 Marilla St., Room 3FN Dallas, TX 75201 Contact Number: (214) 670—3326 Hours of Business: M-F 8:15 a.m. till 5:15 p.m. Website: Vendor Registration Page</p> <ul style="list-style-type: none"> ➤ Click on Register 	<p>Register your DUNSs number in SAM:</p> <ul style="list-style-type: none"> ➤ Create User Account ➤ Register/Update Entity ➤ Contact Number: (866) 606-8220 ➤ Hours of Business: M-F 8:00 a.m. till 8:00 p.m. <p>Website: SAM Registration Page</p> <ul style="list-style-type: none"> ➤ Click on Log-in and follow directions