

DATE: _____



City of Dallas

CONTRACTOR NO: (OFFICE USE ONLY)

APPLICATION FOR CONTRACTOR REGISTRATION

PLEASE SELECT ONE OF THE FOLLOWING:

NEW CONTRACTOR CONTRACTOR RENEWAL (Contractor Number: _____)

PLEASE CHOOSE WHICH OF THE FOLLOWING TRADES YOU ARE REGISTERING FOR. SELECT ALL THAT APPLY:

- GENERAL CONTRACTOR* ENERGY CODE PROVIDER GAS WELL
 GAS WELL PROVIDER GREEN BUILDING PROVIDER CONCRETE/ASPHALT/PAVING

NOTE*

A General Contractor includes, but is not limited to, the following: residential general contractor, commercial general contractor, roofing contractor, fence contractor, foundation contractor, demolition contractor and pool contractor.

APPLICANT'S INFORMATION (Note: If applicant is same as contractor, leave this part blank. If applicant is not contractor, contractor's affidavit required)

APPLICANT'S NAME				EMAIL ADDRESS	
ADDRESS			CITY		
STATE	ZIP CODE	PHONE NO	FAX NO	ALTERNATE PHONE NO	

CONTRACTOR'S RESPONSIBLE PARTY INFORMATION (Note: This individual is deemed the responsible party having sole authority in all matter's concerning the business, including registration renewals and the assignment and removal of agents)

CONTRACTOR'S NAME (INDIVIDUAL)				E-MAIL ADDRESS	
ADDRESS			CITY		
STATE	ZIP CODE	PHONE NO	FAX NO	ALTERNATE PHONE NO	

CONTRACTOR'S COMPANY INFORMATION

COMPANY NAME				E-MAIL ADDRESS	
BUSINESS ADDRESS			CITY		
STATE	ZIP CODE	BUSINESS PHONE NO	BUSINESS FAX NO	HOME REPAIR LICENSE NUMBER, IF APPLICABLE	

Contracting companies addressed within the city limits of Dallas must provide the following:

Certificate of Occupancy Number: _____ Home office form on file? Yes No

ANNUAL REGISTRATION OR RENEWAL FEE: \$120.00

I HAVE CAREFULLY READ THE COMPLETED APPLICATION AND KNOW THE SAME IS TRUE AND CORRECT AND HEREBY AGREE THAT ALL PROVISIONS OF THE CITY ORDINANCES AND STATE LAWS WILL BE COMPLIED WITH WHETHER HEREIN SPECIFIED OR NOT. I UNDERSTAND THAT FAILURE TO COMPLY WILL RESULT IN MY CONTRACTOR REGISTRATION BEING SUSPENDED OR REVOKED IN ACCORDANCE WITH SECTION 1106, SUBCHAPTER 11 OF CHAPTER 52, ADMINISTRATIVE PROCEDURES FOR THE CONSTRUCTION CODES.

APPLICANT'S SIGNATURE

DATE

MEMBER ASSIGNMENT TO CONTRACTOR'S REGISTRATION

Instructions: This page to be completed only by the contractor's responsible party and executed by the individual contractor's named on the registration application to add and/or delete member of the business. Members have the rights to apply for permits, pay for permits, cancel permits, reassign permits, request inspections, and pay fees on behalf of the named contractor. Members may not renew registrations or add or remove members. Members may only be added and/or removed in writing by the named responsible party.

LIST ALL COMPANY PERSONNEL AUTHORIZED BY YOU TO SIGN PERMIT APPLICATIONS FOR YOUR COMPANY. AT THE TIME OF REGISTRATION, YOU WILL ASSIGN YOURSELF AND YOUR MEMBERS A PERSONAL IDENTIFICATION NUMBER (PIN). REMEMBERING YOUR PIN NUMBER IS YOUR RESPONSIBILITY. PIN NUMBERS MUST NOT EXCEED 9 DIGITS (NUMBERS ONLY) AND EACH MEMBER MUST HAVE A DIFFERENT NUMBER. ALL PIN NUMBERS WILL BE REDACTED FROM OUR RECORDS AND STAFF WILL NOT BE ABLE TO RETRIEVE PIN NUMBERS. NOTE THAT WEB EDIT ACCESS WILL USERS THE ABILITY TO ADD OR REMOVE MEMBERS ONLINE; AND THE ABILITY TO RENEW ONLINE THE CONTRACTORSREGISTRATION ONLINE.

COMPANY NAME	Contractor Number: _____	
RESPONSIBLE CONTRACTOR'S NAME	PIN	RESPONSIBLE CONTRACTOR AUTOMATICALLY GRANTED WEB EDIT ACCESS. SELECT WHICH STAFF MEMBERS BELOW ARE GRANTED WEB EDIT ACCESS.
COMPANY STAFF MEMBER	PIN	<input type="radio"/> Yes <input type="radio"/> No
COMPANY STAFF MEMBER	PIN	<input type="radio"/> Yes <input type="radio"/> No
COMPANY STAFF MEMBER	PIN	<input type="radio"/> Yes <input type="radio"/> No
COMPANY STAFF MEMBER	PIN	<input type="radio"/> Yes <input type="radio"/> No
COMPANY STAFF MEMBER	PIN	<input type="radio"/> Yes <input type="radio"/> No
COMPANY STAFF MEMBER	PIN	<input type="radio"/> Yes <input type="radio"/> No

LIST THE FOLLOWING COMPANY PERSONNEL TO BE REMOVED AS MEMBERS FROM YOUR COMPANY:

REMOVE STAFF MEMBER	REMOVE STAFF MEMBER
REMOVE STAFF MEMBER	REMOVE STAFF MEMBER
REMOVE STAFF MEMBER	REMOVE STAFF MEMBER
REMOVE STAFF MEMBER	REMOVE STAFF MEMBER
REMOVE STAFF MEMBER	REMOVE STAFF MEMBER
REMOVE STAFF MEMBER	REMOVE STAFF MEMBER

RESPONSIBLE CONTRACTOR'S SIGNATURE

DATE

CONTRACTOR REGISTRATION AFFIDAVIT

Instructions: If the contractor is not appearing in person to register then the contractor must sign the APPLICATION FOR CONTRACTOR REGISTRATION before a notary and have this affidavit presented with the APPLICATION FOR CONTRACTOR REGISTRATION.

State of Texas §

County of Dallas §

Before me, _____ (notary), on this day personally appeared _____ (name of contractor), known to me to be the person whose name is subscribed to the foregoing City of Dallas Application for Contractor Registration and acknowledged to me that he executed the same for the purposes and consideration therein expressed.

Given under my hand and seal of office this _____ day of _____ 20____.

Notary Public
{Notary Public Stamp}



HOME OCCUPATION DECLARATION

The City of Dallas requires a contractor to submit proof of an established place of business. If that place of business is within the city, a certificate of occupancy must be secured as required in the *Dallas Development Code*. In lieu of a certificate of occupancy, a contractor may declare that his residence is the place of business.

Home occupation definition: an occupation that is incidental to the primary use of the premises as a residence and conducted on the residential premises by the resident of the premises.

Company Name (as listed on the contractor's registration application): _____

Address of residence: _____

51A – 4.217 - A person who engages in a home occupation shall not:

- use any advertisement, sign, or display relating to the home occupation on the premises;
- use the street address of the premises on any advertisement, sign, or display off the premises;
- employ more than one person on the premises, other than residents of the premises;
- have an employee, other than residents of the premises, who works on the premises more than four hours in any given week.
- conduct any activities relating to the home occupation, including activities on any porch, deck, patio, garage, or unenclosed or partially enclosed portion of any structure, unless conducted entirely inside the main structure;
- involve more than 3 people on the premises at one time, other than residents of the premises;
- generate loud and raucous noise that renders the enjoyment of life or property uncomfortable or interferes with public peace and comfort;
- sell or offer products of the home occupation at or on the premises;
- generate vehicular traffic that unreasonably disrupts the surrounding residents' peaceful enjoyment of the neighborhood; or
- generate parking congestion that unreasonably reduces the availability of on-street parking spaces on surrounding streets.
- A home occupation may not occupy more than 25 percent or 400 square feet of the total floor area of the main structure, whichever is less.

I agree to the conditions of the home occupation as outlined below. Violation of the home occupation conditions may result in the revocation of a contractor's registration.

CONTRACTOR'S NAME (PRINT)

CONTRACTOR'S SIGNATURE

DATE

State of Texas §

County of Dallas §

Before me, _____ (notary), on this day personally appeared _____ (Contractor/homeowner), known to me to be the person whose name is subscribed to the foregoing instrument and acknowledged to me that he executed the same for the purposes and consideration therein expressed.

Notary Public
{Notary Public Stamp}