



# CONTRACTOR REGISTRATION FORM

City of Rowlett • Building Inspections • 5702 Rowlett Road • Rowlett, TX 75089

**Select Registration Type:**

- Utility Contractor/Subcontractor (includes concrete work in the ROW) \$150 – Expires Dec 31
- Irrigator \$100 – Expires Dec 31
- Mechanical Heat and Air Conditioning No Fee/Expires same as State License
- Energy Inspector (Provide HERS Rater Certification) No Fee – Expires Dec 31
- Electrical/ Electrical Sign Contractor/Master Only No Fee/Expires same as State License
- Plumber/Master only No Fee/Expires same as State License
- Rental Manager No Fee – Expires Dec 31
- General Contractor\* \$100 registration fee – Expires Dec 31

\*Includes but not limited to Home Builder, Roofer, Concrete Contractor (private property), Pool Contractor, Fencing Contractor, Solar Contractor & Sign Contractor

Applicant must sign and attach a copy of their current **Texas Driver's License** AND a copy of the **Texas State License** if registration is for a licensed trade (i.e. Plumbing, Electrical, HVAC, Irrigation, or Energy Inspector). Please note, the MASTER license is required for Plumbing & Electrical registrations. For **General Contractors**, an Officer or Owner of the company (President, Vice President or CEO) must sign and provide a copy of their Texas Driver's License. A Certificate of Insurance is required for Utility Contractors.

**Business Name:** \_\_\_\_\_

**License Holder/Officer/Owner Name:** \_\_\_\_\_

**Title:** \_\_\_\_\_ **Email:** \_\_\_\_\_

**State License #:** \_\_\_\_\_ **State License Expiration Date:** \_\_\_\_/\_\_\_\_/\_\_\_\_

**Business Address Street /State/Zip:** \_\_\_\_\_  
Street City State Zip

**Office Number:** \_\_\_\_\_ **Cell Number:** \_\_\_\_\_

**Personnel authorized to obtain a permit under this company name: (use company letterhead for additional names):**

\_\_\_\_\_  
\_\_\_\_\_

**The undersigned person will be held responsible for seeing that all work being performed under this registration is completed and is in compliance with the building codes and City ordinances.**

**This form must be notarized. REGISTRATION FEES ARE CHARGED PER LICENSE/REGISTRATION BEING REGISTERED FOR THE AMOUNT INDICATED ABOVE. RENEWAL NOTICES WILL BE EMAILED ONLY IF AN EMAIL ADDRESS IS PROVIDED. NO OTHER NOTICES WILL BE PROVIDED. Submit all applications electronically via [web.mygov.us](http://web.mygov.us)**

The State of Texas  
County of \_\_\_\_\_ §

BEFORE ME, the undersigned authority, on this day personally appeared \_\_\_\_\_ known to me to be the person whose name is subscribed to the foregoing instrument and, being by me the first duly sworn, upon oath declared that the statements and capacity acted in are true and correct.

\_\_\_\_\_  
Signature Title

Subscribed and sworn to before me, this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_ A.D. to certify which witness.

\_\_\_\_\_  
Notary Public - Signature