



City Of Melissa

DEVELOPMENT AND NEIGHBORHOOD SERVICES

3411 BARKER AVENUE

MELISSA, TEXAS 75454

PHONE: 972-838-2036

FAX: 972-837-2846

CONTRACTOR REGISTRATION APPLICATION

Contractor Registration Application must be presented with applicant's original signature. Application submittals will be accepted via facsimile, email or other digital communication. All applications sent by USPS mail or delivered by courier should be presented to the attention of the Development and Neighborhood Services 3411 Barker Avenue. Incomplete submittals will delay the review process and/or may cause denial of the Contractor Registration Application.

PLEASE SELECT ONE (1) OF THE FOLLOWING:

- General Contractor
 Mechanical Contractor
 Electrical Contractor
 Plumbing Contractor
 Irrigation Contractor
 Fence Contractor
 Sign Contractor
 3rd Party Rater
 Structural Engineer
 OSSP Installer

APPLICANTS ARE REQUIRED TO PROVIDE THE FOLLOWING WITH CONTRACTOR REGISTRATION APPLICATION SUBMITTAL:

1. Copy of each valid Master License, Journeyman License, Wireman or certificates of applicable trade, along with a Copy of each license holder's valid Texas Driver's License or Photo ID
2. Proof of Liability Insurance
3. HERS Providers (3rd Party Rater) must provide a copy of the signed RESNET Letter, EPA Agreement, and a list of all Raters employed by the Provider, Engineer of Record (Structural Engineer) must provide \$1 million professional liability insurance
4. \$75.00 Registration or renewal fee. (Fees are not pro-rated.)
5. Sign Contractors must include a valid Master Electrical License or valid Electrical Sign Contractor License.

| | | |
|--------------------------------|-----------------|-----------------------|
| COMPANY NAME: | NAME: | EMAIL ADDRESS: |
| | ADDRESS: | TELEPHONE: |
| | | |
| RESPONSIBLE INDIVIDUAL: | NAME: | EMAIL ADDRESS: |
| | ADDRESS: | TELEPHONE: |
| | | |

1. CONTRACTOR REGISTRATION ***MUST*** BE RENEWED ANNUALLY. PERMITS ***WILL NOT*** BE ISSUED TO ANY INDIVIDUAL OR COMPANY THAT DOES NOT HAVE A CURRENT CONTRACTOR REGISTRATION WITH THE CITY OF MELISSA.
2. I ALSO ACKNOWLEDGE THAT ANY TRASH REMOVED FROM THE CITY OF MELISSA WILL BE PROPERLY DISPOSED.
3. I HEREBY ACKNOWLEDGE I HAVE READ AND EXAMINED THIS CONTRACTOR REGISTRATION APPLICATION AND KNOW THE SAME TO BE TRUE AND CORRECT.

ACKNOWLEDGEMENT:

Applicant's Signature

Date

Applicant's name (Please Print Legibly)

CONTRACTOR REGISTRATION APPLICATION (Continued)

It shall be unlawful for any person, firm, corporation or business entity in the business of contracting services which require, by State law or local ordinance, a license to perform such services, to, including but not limited to, erect, construct, enlarge, alter, repair, move, improve, remove, convert or demolish any plumbing, electrical, mechanical, irrigation and/or private sewage disposal system in the City of Melissa, unless such person, firm, corporation or business entity is the holder of a valid registration with the City of Melissa. Such person, firm, corporation or business entity shall be herein designated applicant or registrant.

Any work discovered that is performed with a required Licensed Contractor will be identified to prevent reuse and shall be removed. Multiple violations by a registered Contractor will result in suspension of the Contractor Registration, the right to obtain permits to work in the City, and/or may include the issuance of citations and reporting to the State.

| Type | Valid Texas Driver's License or Photo ID | Liability Insurance | Master License Required | All Journeymen and Master must be listed | Annual Registration Fee |
|--------------------|--|---------------------|-------------------------|--|-------------------------|
| General | YES | YES | YES | YES | YES |
| Electrical | YES | YES | YES | YES | YES |
| Plumbing | YES | YES | YES | YES | NO |
| Mechanical | YES | YES | YES | YES | YES |
| Irrigation | YES | YES | YES | YES | YES |
| Fence | YES | YES | YES | YES | YES |
| Sign | YES | YES | YES | YES | YES |
| Backflow | YES | YES | YES | YES | YES |
| 3rd Party Rater | YES | YES | YES | YES | YES |
| Engineer of Record | YES | YES | NO | NO | NO |

List anyone authorized to sign permit applications:

Name:

Phone:

If no one is listed above, the owner will be the only person able to sign on behalf of the company.

| | |
|------------------|--|
| OFFICE USE ONLY: | |
| DATE _____ | <input type="checkbox"/> CASH <input type="checkbox"/> CHECK # _____ |