



DATE OF ISSUANCE: _____

CONTRACTOR #: _____

CONTRACTOR REGISTRATION
PLEASE PRINT

REGISTRATION FEE: \$75.00

***BUILDING / POOLS / FENCE:** _____ ***SIGN:** _____ ***ESC (Electrical Sign):** _____
CORPORATION: _____ PARTNERSHIP: _____ SOLE -PROPRIETOR: _____

BUSINESS NAME: _____

NAME OF OWNER: _____

PHYSICAL ADDRESS: _____

CITY/STATE/ZIP: _____

MAILING ADDRESS: _____

CITY/STATE/ZIP: _____

DRIVERS LICENSE: # _____ **{Provide a copy of license}**

OFFICE PHONE: # _____

MOBILE PHONE: # _____

FAX NUMBER: # _____

E-MAIL ADDRESS: _____

THE FOLLOWING IS ALSO REQUIRED IF YOU ARE AN ELECTRICAL SIGN CONTRACTOR:

STATE ELECTRICAL SIGN CONTRACTORS LICENSE: # _____ **{Provide a copy}**

MASTER SIGN ELECTRICIAN LICENSE: # _____ **{Provide a copy}**

I HAVE READ AND UNDERSTAND THE ATTACHED INFORMATION REGARDING PERMIT EXPIRATION AND WORK WITHOUT A PERMIT. I HAVE READ AND AGREE TO ABIDE BY THE ATTACHED ORDINANCE REGULATING THE CONDUCT OF CONTRACTORS, AND I AFFIRM THAT THE ABOVE INFORMATION IS TRUE AND CORRECT:

PRINT NAME: _____ **SIGNATURE:** _____

THE TERM "GENERAL CONTRACTOR" SHALL INCLUDE, BUT IS NOT LIMITED TO: BUILDER, HOME BUILDER, CUSTOM BUILDER, POOL CONTRACTOR, SIGN CONTRACTOR, HOME REMODEL, LANDSCAPE COMPANIES, ROOFING CONTRACTORS, CONCRETE CONTRACTORS AND THOSE ELIGIBLE TO OBTAIN A BUILDING PERMIT WITH EXCEPTION FOR PRIVATE CITIZENS DOING WORK ON THEIR HOMESTEAD.

PLEASE ATTACH A COPY OF CURRENT DRIVERS LICENSE.

SIGN CONTRACTORS WHO CONSTRUCT AND/OR INSTALL ELECTRICAL SIGNS SHALL SUBMIT A COPY OF THEIR STATE ELECTRICAL SIGN CONTRACTORS LICENSE, AND A COPY OF THEIR MASTER SIGN ELECTRICIAN LICENSE.

REGISTRATION EXPIRES ON DECEMBER 31, OF EACH YEAR

MAIL REGISTRATION TO:

**CITY OF GRAPEVINE * P.O. BOX 95104, GRAPEVINE, TX 76099 * Attn: BUILDING SERVICES
PHONE: (817) 410-3165, (817) 410-3166**

Sec. 7-8. General contractor's registration.

- (a) Required; contents. Each contractor shall be required to maintain a registration with the city before performing any type of construction work regulated by the Grapevine Building Code. Each contractor shall furnish the building inspection division with the following information:
- (1) Contractor classification.
 - (2) Company name.
 - (3) Company mailing address.
 - (4) Company telephone number.
 - (5) Principal owner's name and mailing address.
 - (6) A copy of the principal owner's driver's license.
- (b) Registration fee. Annual registration fees shall be required for all contractors. The annual registration fee shall be \$75.00 and shall be payable at the department of community development. The fiscal year for the payment of registration begins on January first and ends at midnight on December 31st of the same year.
- (c) Registration renewal. The registration may be renewed for the ensuing calendar year by filing a new registration and payment as set forth in (a) and (b). No refund shall be made in the event of the revocation or surrender of any such registration certificate.
- (d) Registration denial. The registration of a contractor may be denied by the building official, or the registration may be revoked by the building board of appeals if the registration is issued on the basis of incorrect information supplied by the contractor.
- (e) Revocation, suspension and notice.
- (1) In the event of knowingly committing outstanding violations of city requirements, the building official may revoke or suspend a contractor's registration up to one year. After the one-year revocation, the contractor may reapply for registration as a new contractor as set forth in (a) and (b) above.
- (f) Appeals procedures.
- (1) In the event that a contractor wishes to appeal the decision of the building official for revocation or suspension, the contractor shall file a written notice of appeal in the office of the building official within ten days of receipt of the notice for revocation or suspension.
 - (2) A hearing shall be held before the building board of appeals after the contractor has been given notice of the hearing by personal service or certified mail, return receipt requested, at least ten days prior to the hearing date.
 - (3) After the hearing, the contractor shall be notified in writing of the determination of the building board of appeals by personal service or certified mail, return receipt requested.
- (g) Exemption for homeowner. No such registration procedure shall be required for alteration or repair work to be performed on a residential structure when the person performing the alteration or repair work is the owner of the structure, has his legal residence there, and is not assisted by any other person for remuneration. The homeowner shall be automatically termed a registrant for the purposes of such a project without registration. Notwithstanding such relief from registration, all requirements for permits for the work and all other applicable provisions of this building code shall remain in force.

(Ord. No. 91-84, § 1, 12-3-91; Ord. No. 2001-93, § 1H, 12-4-01; Ord. No. 2005-15, § 2, 3-1-05)