



DATE OF ISSUANCE: _____

CONTRACTOR: # _____

SUB-CONTRACTOR REGISTRATION
PLEASE PRINT

REGISTRATION FEE: \$75.00

*ELECTRICAL: _____ *MASTER SIGN ELECTRICIAN: _____ *PLUMBING {NO CHARGE}: _____
*IRRIGATION: _____ *MECHANICAL {NO CHARGE}: _____
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: _____

*****PLEASE ATTACH COPIES OF THE FOLLOWING LICENSES FOR EACH TRADE*****

State of Texas MASTER Electrician License: # _____ EXPIRATION: _____

State of Texas Electrical CONTRACTORS License: # _____ EXPIRATION: _____

State of Texas MASTER Plumbing License: # _____ EXPIRATION: _____

Certificate of Insurance "GENERAL LIABILITY" EXPIRATION: _____

State of Texas MECHANICAL License: # _____ EXPIRATION: _____

State of Texas IRRIGATOR License: # _____ EXPIRATION: _____

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 CONDUCT OF CONTRACTORS, AND I AFFIRM THAT THE ABOVE INFORMATION IS TRUE AND CORRECT:

PRINT NAME: _____ **SIGNATURE:** _____

*******COMPLETE THE FOLLOWING IF LICENSE HOLDER IS NOT THE OWNER*******

NAME OF LICENSE HOLDER: _____

ADDRESS: _____

CITY/STATE/ZIP: _____ **PHONE: #** _____

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

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:** _____

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

ELECTRICAL

DIVISION 2. QUALIFICATION, LICENSING AND REGISTRATION OF ELECTRICIANS

Sec. 7-50. Licensing and registration required; exceptions, false representation.

- (a) It shall be unlawful for any person, as defined in section 1-5, who is not licensed and registered as qualified electrician in accordance with the provisions of this code to engage in the business of electrical construction or to make any repairs, alterations, additions, or changes to any existing system of electrical conductors, wiring apparatus, or equipment within the city, except as provided in sections 7-63 and 7-67.
- (b) It shall be unlawful for any person to falsely represent himself as a licensed electrician of a class set out in this code or to use the words "electrical contractor," "master electrician," "electrician," or words of similar import or meaning on signs, cards, stationary or by any manner whatsoever, unless said person is properly registered within the meaning of the words used as provided by this code.

(Ord. No. 72-1, § 401-1, 1-4-71; Ord. No. 94-21, § 1, 3-1-94)

Sec. 7-52. Classification of licenses and registration.

- (a) Electrical licenses shall be in the classifications as provided for in state law.
- (b) A person registered and licensed in one of these classifications shall be permitted to perform the work of that classification as hereinafter defined.
- (c) Electrical registration shall be in the classification listed below:
- (1) Electrical contractor.
 - (2) Lighting maintenance contractor.
 - (3) Elevator contractor.
 - (4) Electrical sign contractor.

(Ord. No. 72-1, § 401-2, 1-4-72; Ord. No. 2005-15, § 3, 3-1-05)

Sec. 7-53. Method of registration.

- (a) To secure a certificate of registration as an electrical contractor, lighting maintenance contractor, elevator contractor or electrical sign contractor, an application shall be made out on forms available in the office of the building inspection division. A copy of the drivers license of the principal owner of the company as well as that of the qualified master electrician shall be submitted to the building department. Written proof of the appropriate masters' license from the State of Texas shall be presented at the time of registration, and at any other such time as may be requested by the building department.
- (b) An electrical contractor, lighting maintenance contractor, elevator contractor or electrical sign contractor may have laborers or apprentices on any of his jobs, but they must be under the direct supervision of the appropriate licensed master or journeyman electrician.
- (c) It shall be unlawful for any person holding a license to transfer same or allow the use of same, directly or indirectly by any other person for the purpose of obtaining a permit to do any electrical work therein specified.
- (d) Applicants for a certificate of registration as an electrical contractor, lighting maintenance contractor, elevator contractor or electrical sign contractor shall file with the application an affidavit, setting forth the names of the persons who are the owners of the business or who are the officers of the firm who own the business, and the name and address of the person who shall be responsible for the business.

(Ord. No. 72-1, § 401-3, 1-4-72; Ord. No. 94-21, § 1, 3-1-94; Ord. No. 2005-15, § 3, 3-1-05)

Sec. 7-55. Renewal of registration.

- (a) Every certificate of registration provided for in this code shall expire at midnight on December 31st of the year it was issued, and shall be renewed by the chief electrical inspector upon request and payment of the required fee.
- (b) The registration of a contractor may be denied by the building official, or the registration may be revoked by the board if the registration is issued on the basis of incorrect information supplied by the contractor.

(Ord. No. 72-1, § 401-5, 1-4-72; Ord. No. 94-21, § 1, 3-1-94; Ord. No. 2005-15, § 3, 3-1-05)

Sec. 7-56. Suspension or revocation of registration.

If the holder of an electrical registration willfully violates any provision of this code or is incompetent to comply with such provisions, the building official may revoke or suspend a contractor's registration up to one year. After one-year revocation, the contractor may reapply for registration as a new contractor as set forth in section 7-53.

- (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 in the office of the building official within ten days of receipt of the notice for revocation or suspension.
- (2)
 - a. A hearing shall be held before the electrical 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.
 - b. After the hearing, the contractor shall be notified in writing of the determination of the electrical board of appeals by personal service or certified mail, return receipt requested.

(Ord. No. 72-1, § 401-6, 1-4-72; Ord. No. 94-21, § 1, 3-1-94; Ord. No. 2005-15, § 3, 3-1-05)

PLUMBING

Sec. 7-172. Registration and licensing of plumbing contractors.

- (a) Securing permits by unregistered plumbing contractors declared unlawful. It shall be unlawful for any person, firm or corporation who is not registered by the city as a plumbing contractor to secure permits as provided herein. Each plumbing contractor shall register with the city at the beginning of each year or prior to doing plumbing work within the city in any current year. The plumbing contractor shall furnish the name or names of persons who are authorized to sign permit applications.
 - (b) Certificate of occupancy. Each applicant for registration as a plumbing contractor shall have an established place of business or shop for which a certificate of occupancy has been secured from the City of Grapevine if such business is located in the City of Grapevine. Such certificate of occupancy shall be displayed in his place of business.
 - (c) Method of registration for plumbing contractors. To register with the City of Grapevine as a plumbing contractor, application shall be filed on forms furnished by the building inspection division. The application shall show the plumbing contractor's name, local address and telephone number, and such other information as may reasonably be required to properly identify the plumbing contractor. A copy of the drivers license of the registrant shall be submitted."
 - (d) Representation as plumber without registration declared unlawful. It shall be unlawful for any person, firm, or corporation to represent himself or themselves as a registered and licensed plumber, or to use falsely the words "plumbing contractor," "master plumber," "journeyman plumber," or "plumber," or words of similar import or meaning, on signs, cards, stationery, or by any other misleading manner whatsoever within the city, unless said person, firm or corporation is, in fact, registered and holds a valid license within the meaning of the words used and as provided in this code.
 - (e) Registration denial. The registration of a plumbing contractor may be denied by the building official, or the registration may be revoked by the plumbing board of appeals if the registration is issued on the basis of incorrect information supplied by the plumbing contractor.
 - (f) Revocation, suspension, and notice.
 - (1) In the event of knowingly committing outstanding violations of city requirements, the building official may revoke or suspend a plumbing contractor's registration up to one year. After the one-year revocation, the plumbing contractor may reapply for registration as a new plumbing contractor as set forth in subsections (c) and (e) of this section.
 - (g) Appeals procedures.
 - (1) In the event that a plumbing contractor wishes to appeal the decision of the building official for revocation or suspension, the plumbing 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 plumbing 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 plumbing contractor shall be notified in writing of the determination of the plumbing board of appeals by personal service or certified mail, return receipt requested.
 - (h) 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 plumbing code shall remain in force.
 - (i) Penalty for violation of code. Any person, firm or corporation violating any of the terms and/or provisions of the plumbing code shall be guilty of a misdemeanor, and upon conviction thereof shall be fined as provided in section 1-6 of this code for each offense, and each day the violation continues shall constitute a new offense.
- (Ord. No. 83-27, § 1, 6-7-83; Ord. No. 91-84, § 4, 12-3-91; Ord. No. 93-13, § 1, 4-6-93; Ord. No. 2005-15, § 6, 3-1-05)

MECHANICAL

Sec. 7-152. Registration and licensing of mechanical contractors.

- (a) Securing permit by unregistered mechanical contractors unlawful. It shall be unlawful for any person, firm or corporation who is not registered by the city as a mechanical contractor to secure permits as provided herein. Each mechanical contractor shall register with the city at the beginning of each year or prior to doing mechanical work within the city in any current year. The mechanical contractor shall furnish the name or names of persons who are authorized to sign permit applications.
- (b) Certificate of occupancy. Each applicant for registration as a mechanical contractor shall have an established place of business or shop for which a certificate of occupancy has been secured from the City of Grapevine if such business is located in the City of Grapevine. Such certificate of occupancy shall be displayed in his place of business.
- (c) Registration required for mechanical contractors. To register with the City of Grapevine as a mechanical contractor, application shall be filed on forms furnished by the building inspection division. The application shall show the mechanical contractor's name, local address and telephone number, and such other information as may reasonably be required to properly identify the mechanical contractor. A copy of the drivers license of the registrant shall be submitted.
- (d) Fees for registration. Annual registration fees shall be required for all mechanical 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.
- (e) Representation as a mechanical contractor without registration is declared unlawful. It shall be unlawful for any person, firm or corporation to represent himself or themselves as a registered and licensed mechanical contractor, or to use falsely the words "mechanical contractor," or words of similar import or meaning, on signs, cards, stationery, or by any other misleading manner whatsoever within the city, unless said person, firm or corporation is, in fact, registered and holds a valid license within the meaning of the words used and as provided in this Code.
- (f) Registration denial. The registration of a mechanical 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 mechanical contractor.
- (g) Revocation, suspension, and notice.
 - (1) In the event of knowingly committing outstanding violations of city requirements, the building official may revoke or suspend a mechanical contractor's registration up to one year. After the one-year revocation, the mechanical contractor may reapply for registration as a new mechanical contractor as set forth in subsections (c) and (d) of this section.
- (h) Appeals procedures.
 - (1) In the event that a mechanical contractor wishes to appeal the decision of the building official for revocation or suspension, the mechanical 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 mechanical 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 mechanical contractor shall be notified in writing of the determination of the building board of appeals by personal service or certified mail, return receipt requested.
- (i) 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 mechanical code shall remain in force.
- (j) Penalty for violation of code. Any person, firm or corporation violating any of the terms and/or provisions of the mechanical code shall be guilty of a misdemeanor, and upon conviction thereof shall be fined as provided in section 1-6 of this code for each offense, and each day the violation continues shall constitute a new offense.

(Ord. No. 77-17, § 2, 4-5-77; Ord. No. 87-08, § 1(C), 2-17-87; Ord. No. 91-84, § 2, 12-3-91; Ord. No. 93-13, § 1, 4-6-93; Ord. No. 2005-15, § 5, 3-1-05)

IRRIGATION

Sec. 7-221. Registration and licensing of irrigating contractors.

- (a) Securing permits by unregistered irrigating contractors declared unlawful. It shall be unlawful for any person, firm or corporation who is not registered by the city as an irrigating contractor to secure permits as provided herein. Each irrigating contractor shall register annually with the city at the beginning of each year prior to doing irrigation work within the city in any current year. The irrigating contractor shall furnish the name or names of persons who are authorized to sign permit applications.
- (b) Certificate of occupancy. Each applicant for registration as an irrigating contractor shall have an established place of business or shop for which a certificate of occupancy has been secured from the city if such business is located in the city. Such certificate of occupancy shall be displayed in his place of business.
- (c) Method of registration of irrigating contractors. To register with the city as an irrigating contractor, application shall be filed on forms furnished by the building inspection division. The application shall show the irrigating contractor's name, local address and telephone number, and such other information as may reasonably be required to properly identify the irrigating contractor. A copy of the driver's license of the registrant shall be submitted.
- (d) Representation as an irrigator without registration declared unlawful. It shall be unlawful for any person, firm, or corporation to represent himself or themselves as a registered and licensed irrigator, or to use falsely the words "irrigating contractor," "irrigator," or "installer," or words of similar import or meaning, on signs, cards, stationary, or by any other misleading manner whatsoever within the city, unless said person, firm or corporation is, in fact, registered and holds a valid license within the meaning of the words used and as provided in this code.
- (e) Fees for registration. Annual registration fees shall be required for all irrigating 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.
- (f) Exemption for homeowner. No such registration procedure shall be required for work to be performed on a residential structure when the person performing the 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 the plumbing code shall remain in force.

(Ord. No. 91-84, § 5, 12-3-91; Ord. No. 2005-15, §§ 7, 8, 3-1-05)