



**TOWN OF HORIZON CITY**  
 14999 Darrington Road  
 Horizon City, Texas 79928  
 Phone 915-852-1875 Fax 915-852-1005

**CONTRACTORS LICENSE  
 REGISTRATION APPLICATION**  
 (Ord. 0069)

TOWN LICENSE NUMBER ISSUED: \_\_\_\_\_

Registration is for: General Contractor  Mechanical Contractor  Electrical Contractor  Plumbing Contractor   
 Irrigator  Fire Sprinkler Systems  Sign Contractor  Trash Hauler

Contractor/Business name as shown on Assumed Name Certificate \_\_\_\_\_

TYPE OF BUSINESS: Sole Proprietorship  Corporation  Partnership  LLC  PC  Other, List \_\_\_\_\_

State Sales Tax /EIN or SSN No. \_\_\_\_\_ State License Number: \_\_\_\_\_

Business PHYSICAL Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone NO. \_\_\_\_\_ Fax \_\_\_\_\_ Cell \_\_\_\_\_

OTHER ADDRESS Indicate: Mailing  Headquarters  Where will correspondence be mailed? Mailing  Headquarters

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone NO. \_\_\_\_\_ Fax \_\_\_\_\_ Cell \_\_\_\_\_

Years in business \_\_\_\_\_ If this business name has been used for less than one (1) year, list the previous names & addresses used within the last five (5) years, if applicable.

(1) \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

(2) \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

**OWNER(S) INFORMATION (If additional space is needed, please attach on a separate sheet)**

Owner Name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

E-mail address \_\_\_\_\_

Phone No. \_\_\_\_\_ Cell/Other \_\_\_\_\_

Applicant's Name \_\_\_\_\_ Applicant is the principal owner  operations manager

E-mail address \_\_\_\_\_

**ACKNOWLEDGMENTS & CERTIFICATIONS**

I certify that the information on this application and all supporting documents submitted are true and correct. Furthermore, the company & persons involved with the company, understand the duty to comply with the ordinances & technical codes. The company acknowledges that annually filing the registration application is required to obtain permits by the City. Furthermore, if registration is for a Trash Hauler, I acknowledge the requirements imposed under Section 7D of Ordinance 0069, dated 11/10/15.

Principal Owner/Operations Manager (Authorized Signatory) \_\_\_\_\_

\_\_\_\_\_ Date

-----OFFICE USE ONLY-----  
 APPROVED  DENIED REASON: \_\_\_\_\_

\_\_\_\_\_  
 BUILDING OFFICIAL

\_\_\_\_\_  
 DATE



# CONTRACTOR PERMIT AUTHORIZATION FORM

Contractor Name: \_\_\_\_\_

The following individuals are authorized, after verification of password and/or identification, to request permits, deliver permits, plans specifications, request inspections and any other documents pertaining to the business except for adding or removing authorized personnel:

### AUTHORIZED INDIVIDUALS & SUBCONTRACTORS

Please list individuals as shown on their ID, authorized to obtain permits on behalf of the company & type of identification that will be shown.

Name \_\_\_\_\_ Number \_\_\_\_\_  DL  ID  Other \_\_\_\_\_

Name \_\_\_\_\_ Number \_\_\_\_\_  DL  ID  Other \_\_\_\_\_

Name \_\_\_\_\_ Number \_\_\_\_\_  DL  ID  Other \_\_\_\_\_

Please list subcontractors authorized to work under the named contractor for a specific project:

**Sub-Contractor's Name** \_\_\_\_\_ Mechanical  Electrical  Plumbing

Contact Person \_\_\_\_\_ Email: \_\_\_\_\_

Contact Number \_\_\_\_\_ **Project Address** \_\_\_\_\_

**Sub-Contractor's Name** \_\_\_\_\_ Mechanical  Electrical  Plumbing

Contact Person \_\_\_\_\_ Email: \_\_\_\_\_

Contact Number \_\_\_\_\_ **Project Address** \_\_\_\_\_

**Sub-Contractor's Name** \_\_\_\_\_ Mechanical  Electrical  Plumbing

Contact Person \_\_\_\_\_ Email: \_\_\_\_\_

Contact Number \_\_\_\_\_ **Project Address** \_\_\_\_\_

**Important Note:** Contractor must provide proof that their insurance & bond cover's the work being done by the subcontractors.

### DELETIONS

Please delete the following individuals previously authorized:

Name \_\_\_\_\_

Name \_\_\_\_\_

### PASSWORD

If desired, please provide a password that will be used to authenticate authorization:

➤ \_\_\_\_\_

\_\_\_\_\_  
Principal Owner/Operations Manager (Authorized Signatory)

\_\_\_\_\_  
Date

## REQUIRED SUPPORTING DOCUMENTATION & INFORMATION

**CONTRACTOR:** Is one who agrees to perform services within the municipal limits of the Town of Horizon City for a specified price in residential, commercial, industrial, or civic construction: on providing a service that includes but is not limited to electrical plumbing, mechanical, and general construction.

The following **supporting documents** and/or information shall be provided to the Town of Horizon for proper registration of general contractor(s). No registration shall be considered complete until all required information has been provided separately, as indicated on this application form as provided by the Town of Horizon City, no exceptions.

### CHECKLIST:

- a.  Contractor's License Registration Application & applicable fees – Completely filled out.
- b.  El Paso County Assumed Name Certificate/DBA - County Clerk's Office: 501 E. San Antonio (915) 546-2071
- c.  State Sales Tax Identification
- d.  State License Number.
- e.  Full address of business located in Horizon City and address of the business headquarters, if different.
- f.  Designation as to type of business, e.g. sole proprietorship, partnership, corporation, etc.
- g.  Principal owner of company or business.
- h.  Description of type of business.
- i.  If the business requires inspection by the city, state or county, or requires additional licensing, copies of required documents must be provided with the application.
- j.  Proof that the Contractor's insurance and bond covers the work being done by the subcontractor named to work on specific projects, if applicable.
- k.  A copy of all required contractor's license (s) as issued by the State of Texas. (ie: Master, Journeyman, Contractor's, Irrigation)

### **INSURANCE REQUIREMENTS:**

- a)  Certificate of Insurance (GL)-minimum limits outlined in Section B4, Ord. 0069
- b)  Blanket Building Construction Bond (Surety)-requirements outlined in Section B5, Ord. 0069

Fees are established for the specific types of business as listed below, based on the level of regulatory enforcement over that business.

### **Base Fees:**

- (1) General: .....\$50.00
- (2) Amending Registration (Add or Change): .....\$25.00

### **Late Fees:**

For a registration submitted after having been sent a notice of violation: .....\$15.00

### **Discount:**

- Renewal of registration before it expires will receive a 20% discount of the base fee.
- Non-profit business are exempt from fees
- Plumbing Contractors are not required to pay a plumbing registration fee or administrative fee

### **Registration:**

- a. The registration is for one year, which begins April 1<sup>st</sup> and ends March 31<sup>st</sup>, and must be renewed annually as long as the business is active.
- b. Registration fee(s) will not be pro-rated & are non-refundable.
- c. Plumbing Contractors are not required to pay a plumbing registration fee or administrative fee, however they are required to register.

### **Exclusions/Exceptions:**

- Utility company holding a franchise issued by the City and performing work addressed in the franchise shall not be required to register.