



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)

EMAIL:(required) _____

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 10/08/24.

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 _____	<input type="checkbox"/> DL	<input type="checkbox"/> ID	<input type="checkbox"/> Other _____
Name _____	Number _____	<input type="checkbox"/> DL	<input type="checkbox"/> ID	<input type="checkbox"/> Other _____
Name _____	Number _____	<input type="checkbox"/> DL	<input type="checkbox"/> ID	<input type="checkbox"/> Other _____
Name _____	Number _____	<input type="checkbox"/> DL	<input type="checkbox"/> ID	<input type="checkbox"/> Other _____

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 License Number.
- d. Registration of type of business, e.g. Sole proprietorship, LLC, Partnership, Corporation, etc.
- e. A copy of all required contractor's license (s) as issued by the State of Texas. (ie: Master, Journeyman, Contractor's, Irrigation)
- f. Notarized letter from registered licensee owner if different from business owners name
- g. Proof that the Contractor's insurance and bond covers the work being done by the subcontractor named to work on specific projects, if applicable.

INSURANCE REQUIREMENTS:

- a) Certificate of Insurance (GL)-minimum limits outlined in Section B4, Ord. 0069
- b) Blanket Building Construction Bond min \$10,000-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:

General: **\$75.00**
Amending Registration (Add or Change): **\$40.00**

Principal Owner/Operations Manager (Authorized Signatory)

Date

