



DEVELOPMENT SERVICES DEPARTMENT

Permits and Inspections Division
1522 Texas Parkway, Missouri City, TX 77489
Phone (281) 403-8600
www.missouricitytx.gov
developmentservices-psr@missouricitytx.gov

CONTRACTOR REGISTRATION FORM

\*All Building, Electrical, Irrigation, Mechanical, Plumbing, Fire, Sign, and Swimming Pool Contractors working in Missouri City MUST register with the Permits and Inspections Division. (All Registrations Will Expire on June 30th Every Year)

This form may be emailed, mailed, or submitted in person.

Type of Contractor: \_\_\_\_\_

Company Name: \_\_\_\_\_

Applicant: \_\_\_\_\_ Contact #: \_\_\_\_\_

Address: \_\_\_\_\_

Email: \_\_\_\_\_ Fax #: \_\_\_\_\_

\*Please notify our office with any changes to the above information.

Personnel Authorized to Purchase Permits with This Registration: \_\_\_\_\_

REGISTRATION FEE

All Building, Irrigation, Mechanical, Sign, and Swimming Pool Contractors will be charged an ANNUAL NON-REFUNDABLE FEE OF \$100.00. PARTIAL YEAR REGISTRATIONS WILL BE PRORATED. Electrical, Plumbing, & Fire registrations are issued with NO FEE.

REQUIRED DOCUMENTS

- A general liability certificate (Certificate holder must be: City of Missouri City, 1522 Texas Parkway, Missouri City, TX 77489) is required of at least \$300,000 for one (1) incident and any person and property with at least a B+ rating; damage insurance of at least \$5,000 for any one (1) accident; and \$1,000 for any one (1) piece of property (not required for Fire) • Copy of Owner/Manager Driver License(s). • Copy of State License(s), if applicable.

REVOCATION OR SUSPENSION OF REGISTRATION MAY OCCUR

- If the Contractor fails to obtain required inspections to finalize permits. • If the Contractor allows use or occupancy of a structure for which a permit was obtained without obtaining the required authorization. • If the Building Official finds the Contractor to be grossly negligent in the performance of his/her work. For purpose of this section, a Contractor may be found to have acted in a gross manner. • If such Contractor has received six (6) inspections reports for code violations and if the violations occurred in the last twelve (12) months. • Expiration, suspension, revocation of required license, bond, or insurance.

For Office Use Only

Registration # \_\_\_\_\_ Invoice # \_\_\_\_\_

PSR \_\_\_\_\_ Date Issued: \_\_\_\_\_