



**ONE STOP SHOP
DEVELOPMENT SERVICES DEPARTMENT
Permits & Inspections Division**

1522 Texas Parkway Missouri City, Texas 77489
281-403-8600 (Office) mctxpermits@missouricitytx.gov



Applications & Forms:



MCTX Self Service:
(Click on QR code for website)

CONTRACTOR REGISTRATION FORM

Any building contractor doing business in the city including any work consisting or relating to construction, demolition, repair, renovation of any building, structure, swimming pool, or sign including any fixtures must be registered with the city and obtain a city issued building contractors registration. Annual fees shall be paid prior to receipt of Building Contractor Registration.

A Building Contractor Registration expires on June 30th of every year and **must be renewed on an annual basis.**

1. Type of Contractor:					
Building	Mechanical	Electrical	Plumbing	Irrigation	Sign
Other: _____					
2. Name of Building Contractor:			3. Physical Address of the Principal Office:		
4. Building Contractor Mailing Address:			5. Building Contractor Phone Number:		
6. Building Contractor Email:					
7. Name, Address, and Phone Number of Agent(s) available to respond to complaints:					
Agent Name: _____		Agent Phone: _____			
Agent Email: _____		Agent Address: _____			
8. Applicant Contact					
Applicant Printed Name _____			Signature _____		
Phone _____			Email _____		

REQUIRED DOCUMENTS

The following documents are required to be submitted with this form.

- A. Proof of comprehensive general liability insurance held with a company with a rating of B+ or greater **(Certificate holder must be: City of Missouri City, 1522 Texas Parkway, Missouri City, TX 77489)** with minimum limits of \$300,000 for death or bodily injury and \$300,000 for property damage
- B. Copy of building contractor's current driver license(s).
- C. Copy of State license(s), if applicable.

REVOCAION OR SUSPENSION OF REGISTRATION MAY OCCUR

Any building contractor's registration may be revoked or suspended for any of the following actions:

- ❖ Engaging in repeated violations of the City's adopted codes including failing to obtain required inspections; allowing the use or occupancy of a structure without obtaining the required authorization.
- ❖ Engaging in an unlawful manner including gross negligence in the performance of work. Gross negligence includes receiving six (6) code violation reports within the preceding twelve (12) months and expiration, suspension, revocation of required licenses, bond, or insurance
- ❖ Making untrue statements in obtaining a registration or permit.