



Contractor Registration

(All information requested must be included/attached and meet City requirements for valid registration.)

City Ordinance: Any person providing work, for which a City of Troy permit or inspection or a license by the State of Texas is required, must first register with the City (including all general contracting, building, plumbing, electrical, mechanical (HVAC), refrigeration, concrete, excavation, grade/fill, paving, pool construction, fire protection, insulation, backflow prevention assembly testing/rebuilding, irrigation (lawn sprinkler), demolition/salvage, asbestos or lead abatement, house moving, roofing, siding, signs, decks, patios, awnings, patio covers, gutters, windows, doors, canopies, carports, manufactured/mobile home or prebuilt storage building moving or set up, third-party inspection or testing (energy, post-tensioning, customer service inspections, etc.) and others as may be added by the Building Department.

Date of Registration: _____ Business Email: _____

Business Name: -----

Type (Corp, LLC, sole prop. etc.): _____ Business Location: _____

Full Business Mailing Address: _____

Business Phone: _____ Business Fax: _____

Parent Company Name: _____

Parent Company Mailing Address: _____

Parent Company Contact Name & Phone: _____

Requested fields of registration with City of Troy (check all applicable):

(Third-party inspectors must also complete separate application.)

☐ Commercial	☐ Residential	☐ Industrial	☐ Plan Review	☐ Inspection
☐ Testing	☐ Building	☐ Mechanical	☐ Electrical	☐ Plumbing
☐ Energy	☐ Fire	☐ Other: _____		☐ New
☐ Other: _____		☐ Other: _____		☐ Remodel

Information of Professional-In-Charge:

Full Legal Name: _____ Mobile Phone: _____

Home Address: _____

(SECOND PAGE MUST BE COMPLETED AND SIGNED)

Type of License:

License Number:

Endorsements:

Issuing Agency:

Minimum insurance required is \$300,000 **General Liability** and State requirements on all **vehicles**. Attach a copy of current **general liability insurance** certificate with a copy of **sales tax certificate**, **Employer Identification Number** and current **Driver's License**.

DESCRIPTION OF WORK REQUIRED

It is unlawful for any person to perform a work within the city limits of Troy without delivering to the property owner immediately upon completion of the work (any activity or construction operation for which a City-issued permit or inspection or a State issued license is required, regardless of whether or not it is being done for compensation or without charge) an invoice clearly stating what work was completed, the name and license number of the person doing the work and the name, address and phone number of the registered business where the person doing the work is currently employed.

CRIMINAL PENALTIES FOR MAKING FALSE STATEMENTS

Any person convicted of making false statements shall be fined not more than \$1,000 or imprisoned for not more than 180 days, or both. A person commits the offense of making false statements if that person willfully makes a false statement that is in fact material, in writing, directly or indirectly, to any instrumentality of the City of Troy government, under circumstances in which the statement could reasonably be expected to be relied upon as true.

(Print Company Legal Name)

By: _____
(Signature of Authorized Contractor Representative)

Date: _____

Printed name: _____

Title: _____

ATTACHED DOCUMENTS (for City use only)

___ Copies of all contractor's licenses, certifications and driver's license.

___ Copy of contractor's certificates of insurance, sales tax certificate & Employer Identification Number.

_____ Date required documents and registration form received by City (**all blanks filled in**)