



SUBCONTRACTOR REGISTRATION FORM

Company Name: _____

Contractor # _____ - _____

SUBCONTRACTOR CLASSIFICATION: (mark all applicable)

- Plumbing Cont. Irrigation Cont. Water Treatment Mechanical Cont.
 Electrical Cont.

Note: To perform installation of solar cells on existing structures, sign construction with electrical components, or for alterations or renovations where the electrical contractor is acting as the responsible agent for the homeowner, general contractor registration is also required.

The following items must be submitted:

- Color Copy of valid Driver's license for Authorized Signers & License holder.
- Company's Liability Insurance Certificate with the City of New Braunfels as the certificate holder. (\$1,000,000 – Commercial/Limited Contractor and \$300,000 – Residential/Limited Contractor)
- Copy of State License or State Certification TSBPE, TDLR or TCEQ
- Fee (if required)

REGISTRATION HOLDER/APPLICANT INFORMATION

License Holder Name: _____

Home Address: _____ City _____ Zip _____

Driver's License State: _____ Number: _____ Date of Birth: _____

Phone: _____ Cell: _____

E-mail: _____ Fax: _____

State License Number: _____ Expiration: _____

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COMPANY INFORMATION

Business Name: _____

Address: _____ City: _____ Zip: _____

Business Phone: _____ Cell: _____

Business E-mail: _____ Fax: _____

Contractor License Holder: _____

Certification of Signature Authority

Applicant: _____

As the holder of this contractor's registration associated with _____,
(Company Name)

I hereby authorize the following persons to sign for permits.

*No more than seven additional signers. (Other than License Holder)

All signatures are to be original only.

Color copy of Drivers Licenses of all authorized signers must accompany this form
****Re-submittal of this form will supersede any previously submitted authorized signature form****

PRINT NAME:

SIGNATURE:

EMAIL ADDRESS:

PRINT NAME:	SIGNATURE:	EMAIL ADDRESS:
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Signature of Registration Holder

Printed Name / Title

Date

SUBCONTRACTOR REGISTRATION FORM

I certify that the statements made by me in answer to the foregoing questions are true and correct to the best of my knowledge and belief. I also acknowledge the following reasons for denial, revocation, or suspension:

Grounds for denial, revocation or suspension of registration or right to obtain permits to work under an adopted code or ordinance of the City shall be:

1. Fraud or deceit in obtaining registration
2. Fraud or deceit in obtaining a permit
3. Negligence or incompetence in the conduct of work that results in improper, unsafe, or inferior construction
4. Violating, or permitting a violation of, an adopted code or ordinance of the city
5. Abandonment of a contract or work without legal excuse
6. Any material departure from, or disregard of, plans and specification with the consent of the owner and the Building Official
7. Initiating or proceeding with work without a valid permit
8. Failure to stop work when ordered by the Building Official or his duly authorized representative
9. Failure to meet a requirement of another of the state or federal government; or
10. Failure to meet any contractual requirement.

Signed this the ___ day of _____, 20__.

Applicant

Street Address

City and State

Zip Code

Telephone No.

SUBCONTRACTOR REGISTRATION FORM

Information Page

Any holder of an expired registration issued under the provisions of this article may renew such registration within 30 days of its expiration by paying the annual renewal fee for such registration. A holder of a registration issued which has expired in-excess of 30 days, shall be considered as a new applicant. The City of New Braunfels does not send out notifications for any trade registration of upcoming expirations.

Contractor and Subcontractor Registrations and Fees

Registration Type	Initial Fee	Renewal Fee	Governing Body	Expiration Date
General Contractor	\$200	\$100	CONB	Dec 31st
Electrical*	No Fee	No Fee	TDLR	June 30 th (1 month grace period)
Mechanical	\$100	\$100	TDLR	June 30 th (1 month grace period)
Plumbing**	No Fee	No Fee	TDLR	State Renewal Date
Irrigation	\$50	\$50	TDLR	June 30 th (1 month grace period)

* Texas Occupations Code Section 1305.201 states that “A municipality or region may not collect a permit fee, registration fee, administrative fee, or any other fee from an electrician who holds a license issued under this chapter for work performed in the municipality or region. This subsection does not prohibit a municipality or region from collecting a building permit fee.” HB 3329, 85th Texas Legislature, effective 9/01/2017

**Senate Bill 1354 prevents a municipality from requiring a plumbing registration for any administrative fee, effective 9/01/2009

The following notes apply to the specific trade specialties;

Electrical: No charge for registration as per HB 3329. The applicant must show proof of state registration and apply for registration with the City in person. In order to perform installation of photovoltaic cells on existing structures, to install signs with electrical components, or to do alterations or renovations of existing structures the electrical contractor must also be registered as a general contractor with the City.

Mechanical: The applicant must show proof of state license and pay the applicable fee at time of registration or renewal of registration. Registered mechanical contractors must always have the applicable license and registration in their possession when performing or supervising mechanical work and shall have the company name and license number affixed to each company vehicle. The license holder must apply for registration with the City in person.

Irrigation: The applicant must show copy of Texas State Irrigator’s license and pay the applicable fee at time of registration or renewal of registration. The license holder must apply for registration with the City in person.

Plumbing: No charge for registration per SB 1354, however the license holder must apply for registration with the City in person.

Pursuant to Section 14-29 (n), the Building Official may initiate recommendation for denial, revocation or suspension of registration or a right to obtain permit to work under the adopted code if deemed necessary.