



BUILDING INSPECTION

**NOTICE TO ALL APPLICANTS FOR  
CONTRACTOR'S OCCUPATIONAL REGISTRATION**

Attached is an application packet for a contractor's occupational registration. The following information must be submitted:

- Completed Application
- Two Hundred Dollars (\$200.00) filing fee
- References from two (2) contractors
- References from two (2) customers for which work has been done under this entity
- Reference from one (1) supplier
- Reference from a financial institution (bank)
- Copy of General Liability Insurance with City of New Braunfels being the certificate holder (\$1,000,000 – Commercial/Limited Contractor and \$300,000 – Residential/Limited Contractor)
- Copy of Assumed Name Registration filed in Comal County / Sec of State or Copy of Articles of Incorporation filed in Texas w/ List of Officers (If not in Articles)
- Color copy of current Driver's License or Valid State Photo ID for Authorized Signers
- Color copy of current Driver's License or Valid State Photo ID for Owner

**APPLICATION MUST BE SUBMITTED AS A COMPLETE PACKAGE.**

- Allow 10 (ten) working days to verify references and process.
- Final approval of the contractor's registration is made by the City Building Official.
- Three valid complaints will result in the revocation of registration.
- Incomplete applications will be returned.

If you have any questions, please contact the Building Department at (830) 221-4060.

550 Landa Street, New Braunfels Texas 78130, Main: 830.221.4060 Website: [www.nbtexas.org](http://www.nbtexas.org)

**APPLICATION OF CONTRACTOR'S OCCUPATIONAL REGISTRATION**

I, the undersigned, do hereby make application for a Contractor's Occupational Registration for the City of New Braunfels, Texas.

NAME OF COMPANY/DBA TO BE REGISTERED BUSINESS PHONE NUMBER

NAME APPLICANT E-MAIL ADDRESS CELL PHONE OF OWNER

1. Application is for which type of Contractor Registration: Commercial  Residential  Limited   
\*Limited Contractor is a subcontractor other than Electrical, Plumbing or Mechanical or a contractor limited to working on owned properties.

2. Will your activity be limited to this type of work? Yes \_\_\_ No \_\_\_  
If checked no, explain \_\_\_\_\_

3. Do you have experience in the work for which this application is made? Yes \_\_\_ No \_\_\_

4. If yes, list how long and examples: \_\_\_\_\_

5. Are you familiar with the 2018 International Building & Residential Codes, as adopted by the City of New Braunfels? Yes \_\_\_ No \_\_\_

6. Company name \_\_\_\_\_  
Business Street address \_\_\_\_\_  
List all owners or officers of the company: \_\_\_\_\_

7. Is this company registered with the County Clerk office as required by the Assumed Name Law, State of Texas? Yes \_\_\_ No \_\_\_

(If not registered, a copy of the certification of incorporation under the laws of the State of Texas from the Secretary of State must be furnished which must show the name and a street address of all officers. If officers and/or street addresses have changed, provide current list.)  
(If registered with Comal County, please furnish copy of DBA.)

8. Have you ever been convicted of an offense other than a parking or moving traffic violation? Yes \_\_\_ No \_\_\_ If yes, give details on separate page.

Provide six references, as shown below, who are competent to judge your experience in the fitness for the occupation in which you seek this registration. No reference may be related to you by consanguinity or affinity, nor may any reference be affiliated with the applicant as a partner, officer, employee, employer, or hold any similar position, compensated or non-compensated. Two references must be from contractors in the same trade as you. One must be from a bank where you hold a *commercial account*. One must be from a materials supplier. The remaining two must be from customers for whom you have completed a job in the last six months.

To be registered as a contractor, eligible for commercial and residential permits, one reference must be from a commercial customer and one from a residential customer. Both job references must be sufficient to demonstrate thorough knowledge in all phases of building construction.

Name	Street Address (No P.O. Boxes)	Telephone (8 a.m.-5 p.m.)	Occupation
1. _____			Contractor
2. _____			Contractor
3. _____			Supplier
4. _____			Customer
5. _____			Customer
6. _____			Bank with Commercial Account

Pursuant to Section 14-29 (j), New Braunfels Code of Ordinances, every applicant shall pay a fee of \$200.00. **This application fee is non-refundable and is not prorated. Regardless of when issued, Residential registrants shall expire on December 31<sup>st</sup> of each year and Commercial registrants shall expire on December 31<sup>st</sup> of each year.**

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.

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 an 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 Name - Title

\_\_\_\_\_  
Street Address                      City and State                      Zip Code                      Telephone No.

**FOR OFFICE USE ONLY**

REVIEWED BY: \_\_\_\_\_ DATE: \_\_\_\_\_



BUILDING INSPECTION

### AUTHORIZED SIGNATURE PAGE

City of New Braunfels  
Building Division  
550 Landa St.  
New Braunfels, Texas 78130

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 five 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**

PRINT NAME:

SIGNATURE:

EMAIL ADDRESS:

_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

\_\_\_\_\_  
Signature of Registration Holder

\_\_\_\_\_  
Printed Name / Title

\_\_\_\_\_  
Date

Any changes to this list must be on a City authorized form & original.  
Re-submittal of this form will supersede any previously submitted authorized signature form. Page 4

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