City of Santa Fe
Community Services Department
Office: 12002 Hwy 6, Santa Fe > Mailing: P.O. Box 950, Santa Fe, TX 77510 > Phone: 409-925-6412 > Website: santafetx.gov

Subcontractor Validation Acknowledgement

All subcontractors providing services for the project address listed below shall complete the applicable section for their trade in its entirety and all inspections must be coordinated with the general contractor to be scheduled. New contractors that have not previously worked within the City will be required to provide copies of licenses, valid insurance and pay all applicable fees for contractor registration. Contractors who may have previously registered but show an expired license, insurance policy or past due fee must update their registration prior to receiving authorization to start the project. A change in contractor after the submission of this acknowledgment will result in a $30.00 change of contractor fee for **each** change in contractor.

Date: _____

Project Address:_____

_____

General Contractor: _____

Electrical

Company Name: _____

Company Address: _____

Company Phone Number: _____

Company Email Address: _____

Contractor State License Number: _____

Master Electrician Name/Number:_____

Print Name of Authorized Signer: _____

Authorized Signer Signature: _____

Registered Contractor with City of Santa Fe: ☐ Yes ☐ No

Plumbing

Company Name: _____

Company Address: _____

Company Phone Number: _____

Company Email Address: _____

Contractor State License Number: _____

Master Electrician Name/Number: _____

Print Name of Authorized Signer: _____

Authorized Signer Signature: _____

Registered Contractor with City of Santa Fe: ☐ Yes ☐ No

HVAC

Company Name: _____

Company Address: _____

Company Phone Number: _____

Company Email Address: _____

Contractor State License Number: _____

Master Electrician Name/Number: _____

Print Name of Authorized Signer: _____

Authorized Signer Signature: _____

Registered Contractor with City of Santa Fe: ☐ Yes ☐ No

FOR OFFICE USE ONLY:
Permit Number: _____ Date Completed: _____
Registration for all contractors must be completed prior to permit issuance.
General Contractor Code: _____
Electrical Contractor Code: _____
Plumbing Contractor Code: _____
HVAC Contractor Code: _____