



**CITY OF  
COLLINSVILLE**

PO Box 649  
Collinsville Texas 76233  
903-429-6225

## CONTRACTOR REGISTRATION

- ☐ Electrical Contractor      ☐ Master Plumber      ☐ Irrigator  
☐ Master Electrician      ☐ Journeyman Plumber      ☐ Backflow  
☐ Journeyman Electrician      ☐ HVAC Mechanical  
☐ Other (*For all non-licensed contractors there is an \$50.00 annual fee*)

Company Name: \_\_\_\_\_

Address: \_\_\_\_\_

City, State, Zip Code: \_\_\_\_\_

Phone #: \_\_\_\_\_

Email: \_\_\_\_\_

Licensee Name: \_\_\_\_\_

Licensee number: \_\_\_\_\_

Address(mailing) \_\_\_\_\_

\_\_\_\_\_  
Signature/Title

\_\_\_\_\_  
Date:

Please attach: Copy of Master's License

Copy of Driver's License      **\*\*This application will not be accepted unless all documents are attached.**

Original Proof of General Liability

### FOR OFFICE USE ONLY:

Type of Contractor: \_\_\_\_\_

Valid License Expires: \_\_\_\_\_

Liability Insurance Expires: \_\_\_\_\_ Registration Expires: \_\_\_\_\_

ORDINANCE NO. 764-2023

AN ORDINANCE OF THE CITY OF COLLINSVILLE TEXAS, AMENDING THE CODE OF THE CITY OF COLLINSVILLE TO AMEND PART II, "GENERAL LEGISLATION," CHAPTER 300 "BUILDING CONSTRUCTION AND PROPERTY MAINTENANCE," ARTICLE I "BUILDING PERMITS," SECTION 300-2 "FEE FOR BUILDING PERMIT" TO AMEND THE TITLE OF SECTION 300-2 TO READ "CONTRACTOR REGISTRATION AND BUILDING PERMIT FEES" AND AMEND SECTION 300-2 TO ADD CONTRACTOR REGISTRATION TO REQUIRE CONTRACTORS TO REGISTER WITH THE CITY AND AMENDING ORDINANCE NO. 756-2023, THE MASTER FEE SCHEDULE, TO AMEND SECTION 1.005 TO ADD FEE FOR CONTRACTOR REGISTRATION; PROVIDING FOR A PENALTY NOT TO EXCEED FIVE HUNDRED (\$500.00) PER DAY WITH EACH DAY CONSTITUTING A SEPARATE VIOLATION; PROVIDING FOR THE INCORPORATION OF PREMISES; PROVIDING FOR AMENDMENTS; PROVIDING FOR SEVERABILITY; PROVIDING A CUMULATIVE REPEALER CLAUSE; PROVIDING FOR ENGROSSMENT AND ENROLLMENT; AND PROVIDING FOR AN EFFECTIVE DATE.

**WHEREAS**, the City of Collinsville, Texas, ("City"), is a Type A general-law municipality created in accordance with the provisions of Chapter 6 of the Texas Local Government Code and operating pursuant to the enabling legislation of the State of Texas; and

**WHEREAS**, the City Council has determined that protection of the health and safety of the citizens of the City requires that certain contractors performing working in the City limits register with the City; and

**WHEREAS**, the City Council has determined that a fair and reasonable charge may be imposed for the work of the City staff in administering the registration process for contractors; and

**WHEREAS**, the City Council finds that it is in the best interest of the City and the residents of Collinsville to amend the Code of Ordinance as set forth below to promote the public health, safety, and welfare.

**NOW THEREFORE BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF COLLINSVILLE, TEXAS;**

**SECTION 1. Incorporation of Premises.** The above and foregoing recitals are found to be true and correct and are incorporated into the body of this Ordinance for all purposes.

**SECTION 2. Amendments.** That Part II, "General Legislation," Chapter 300, "Building Construction and Property Maintenance, Article I, "Building Permits," Section 300-2, "Fee for building permit" is hereby amended to read in its entirety as follows:

**§ 300-2 Contractor registration and building permit fees.**

A. It shall be unlawful for any person, firm, corporation, or business entity to perform or contract to perform for compensation a construction operation (operations of any of the following descriptions: the construction, alteration, repair, extension, demolition or dismantling of buildings or structures) within the City limits without first having registered with the City in compliance with this section.

*(1) Exceptions:*

- a. Work done by a property owner in a residential building owned and occupied by the property as the property owner's homestead is exempt from this section.
- b. Change of use or occupancy permit applicants need not be registered as a contractor to obtain certificate of occupancy.

*(2) Applicability:* This section shall apply to persons providing construction services to include building enlargement, alteration, repair, improvement or conversion of any building or structure, or the pertinent equipment and systems for a building or structure, for which a permit is required within the City limits until such person has registered as a contractor with the City and paid the associated fees in accordance with this section. This is to include general contractors, plumbing contractors, electrical contractors, mechanical contractors, irrigation contractors, sign installer or contractors, pool contractors, and home/general repair contractors.

*(3) Application:* A completed application for registration under this article shall be provided by the applicant annually to the City containing the following information:

- a. Proof of valid driver's license for principal and/or individual who will be completing work within the City.
- b. Plumbing contractors shall be licensed by the Texas State Board of Plumbing Examiners as required in section 1301.351 of the Texas Occupations Code.
- c. When required to be licensed or registered by the state to perform as a contractor, proof of the appropriate state license or registration.
- d. Other information deemed necessary by the City.

*(4) Fee:* The registration fee in the Master Fee Schedule adopted by the City Council shall be paid with the application unless payment of the fee is exempted by state law. Registration shall expire annually on the date of the initial registration and shall be renewed upon the payment of a fee if the application information remains accurate. Registration fee exemptions apply to electrical contractors in

accordance with Section 1305.201(f), Texas Occupations Code. Plumbing contractors are exempt from paying the fee in accordance with Section 1301.551(g), Texas Occupations Code.

- (5) *Revocation*: A registrant's privileges under this section may be revoked, temporarily or permanently, for providing false or misleading information; failing to provide updated information within thirty (30) days of a change; failing to maintain trade licensure from the appropriate agency having licensing authority; suspension of licensure; transferring or allowing another person firm, or corporation to use registration; being convicted of at least two violations of this article or any other ordinance of the City within a twelve (12) month period, including but not limited to, convictions arising from failing to obtain required permits, failing to request required inspections, and failing to correct code violations.

B. The fees for building permits are in the Master Fee Schedule adopted by the City Council.

**SECTION 3. Amendment to Ordinance No.756-2023.** Section 1.005 in Article 1 "Miscellaneous Fees" of Ordinance No.756-2023, the Master Fee Schedule, is hereby amended to read as set forth below:

**Sec. 1.005 Contractor registration.**

The fee for a contractor registration is \$50.00.

**SECTION 4. Penalty Clause.** Any person, firm, corporation or business entity violating this Chapter shall be deemed guilty of a misdemeanor, and upon conviction thereof shall be subject to a fine not to exceed the sum of five-hundred dollars (\$500.00), unless the violation relates to fire safety or public health and sanitation, including dumping and refuse, in which the fine shall not exceed the sum of two-thousand dollars (\$2,000.00). Each continuing day's violation under this article shall constitute a separate offense. The penal provisions imposed under this Chapter shall not preclude the City from filing suit to enjoin the violation.

**SECTION 5. Cumulative Repealer.** This Ordinance shall be cumulative of all other Ordinances of the City of Collinsville and shall not repeal any of the provisions of such Ordinances except for those instances where there are direct conflicts with the provisions of this Ordinance or where expressly repealed hereby. Ordinances or parts thereof in force at the time this Ordinance shall take effect and that are inconsistent with this Ordinance are hereby repealed to the extent that they are inconsistent with this Ordinance.

**SECTION 6. Severability.** If any section, subsection, clause, phrase, or provision of this Ordinance, or the application thereof to any person or circumstance, shall to any extent be held by a court of competent jurisdiction to be invalid, void, or unconstitutional, the

remaining sections, subsections, clauses, phrases, and provisions of this Ordinance, or the application thereof to any person or circumstance, shall remain in full force and effect and shall in no way be affected, impaired or invalidated.

**SECTION 7. Enrollment/Engrossment.** The City Secretary is hereby directed to engross and enroll this Ordinance by copying the exact Caption and Effective Date clause in the minutes of the City Council and by filing this Ordinance in the Ordinance records of the City.

**SECTION 8. Effective Date.** This Ordinance shall take effect upon passage and its publication as required by law.

**PASSED AND APPROVED** this the 8<sup>th</sup> day of May, 2023.

City of Collinsville, Texas

By: 

Derek Kays, Mayor

**Attest:**

  
Deborah Hale, City Secretary

**Approved as to Form:**

\_\_\_\_\_  
Patricia A. Adams, City Attorney

