

EFFECTIVE: OCTOBER 1, 2022

CITY OF GREENVILLE

CONTRACTOR REGISTRATION PERMIT PACKET

MECHANICAL, ELECTRICAL, PLUMBING



SUBMIT ALL APPLICATIONS AT
INSPECTIONS@CI.GREENVILLE.TX.US

2315 JOHNSON STREET, GREENVILLE, TEXAS 75403





Contractor Registration Submittal Requirements, Fees and Inspections

1. Notarized and completed contractor registration application. Please note: an **Email address is required**, or application will **NOT** be accepted.
2. Please provide a copy of the valid state trade license and valid driver license or state picture Identification.
3. Proof of general liability insurance (minimum amount of \$300,000). Please provide a Certificate of insurance: Certificate holder should be made out to The City of Greenville 2315 Johnson St P.O. Box 1049 Greenville TX 75403
4. Renewal of registration is required within thirty (30) days of expiration
5. Contractor registration will expire same date as your insurance expiration date.
6. Permits will not be issued and/or inspections will not be conducted if registration with the City of Greenville is not current.

Fees

Plumbing Contractor (No Charge)
Electrical Contractor (No Charge)
Mechanical Contractor (No Charge)
Irrigation Contractor (\$100.00 Fee)
Electrical Sign Contractor (\$100.00 Fee)
Sign Contractor (\$100.00 Fee)
LP Gas Contractor (\$100.00 Fee)
Swimming Pool Contractor (No Charge)

Inspections

For next business day inspections please request inspection through email at inspections@ci.greenville.tx.us or by phone (903)457-3160 Or (903)457-3161 by **3:00 PM**. Same day inspections **only** for occupied residence and businesses in emergency repair situations.

****Please submit applications and required documents to inspections@ci.greenville.tx.us or In person at 2315 Johnson St Greenville TX 75403.****

Community Development Department 2315 Johnson Street P.O. Box 1049 Greenville TX 75403.

(903)457-3160, (903)457-3161

inspections@ci.greenville.tx.us



Contractor Registration Application

Contractor Information

Company:

Name:

Address:

City/State:

Zip Code:

Mailing Address:

City/State:

Zip Code:

Phone Number:

**Email Address:
(Email Required)

Contractor Type (please Mark with "X")

Electrical Contractor		Plumbing Contractor		Irrigation Contractor		Sign Contractor	
Mechanical Contractor		Electrical Sign Contractor		Utility Contractor		Other _____	
Swimming Pool Contractor		LP Gas Contractor					

License Information

Driver's License Number:

Expiration:

State License #:

Expiration:

Master License Holder:

Expiration:

AFFIDAVIT:

I, _____ of the City of _____, County of _____,
Acknowledge that I am to serve as the responsible party, as set out above, and I further agree that I will
advise the Code Enforcement Division of the City of Greenville in writing, should I cease to serve as such.
Further, I so hereby certify that the within statements are true and correct to the best of my knowledge and
belief.

X

(Signature)

(Date)

FQR Notary

STATE OF _____

COUNTY OF _____

SUBSCRIBED AND SWORN TO BEFORE ME ON THIS _____ DAY OF _____, 20_____.

NOTARY