



BUILDING INSPECTIONS
265 PARKWAY BLVD.
COPPELL, TX 75019
972-304-3500
INSPECT@COPPELLTX.GOV

CONTRACTOR REGISTRATION FORM

REGISTRATION IS FOR ONE YEAR FROM THE DATE OF REGISTRATION OR RENEWAL.

PLEASE PROVIDE THE FOLLOWING SUPPORTING DOCUMENTS ALONG WITH THIS FORM:

- ☐ COPY OF YOUR STATE LICENSE (**EXCLUDING GENERAL CONTRACTORS**)
- ☐ COPY OF INSURANCE (**MINIMUM OF \$1 MILLION - ALL CONTRACTORS**)

****APPLICATIONS ARE NOT PROCESSED UNTIL ALL REQUIRED DOCUMENTS ARE RECEIVED.****

DATE OF REGISTRATION: _____

OWNER'S NAME: _____

NAME OF COMPANY: _____

ADDRESS: _____

CITY: _____ **STATE:** _____ **ZIP:** _____

PHONE NUMBER : _____

EMAIL (SAME AS PORTAL): _____

LICENSE HOLDERS NAME (IF OTHER THAN OWNER): _____

TYPE OF REGISTRATION:

- | | |
|--|---|
| ☐ GENERAL CONTRACTOR - \$100.00 | ☐ MECHANICAL - NO FEE |
| ☐ PLUMBING - NO FEE | ☐ IRRIGATION - \$75.00 |
| ☐ ELECTRICAL - NO FEE | |

STATE LICENSE NUMBER: _____ **EXPIRATION DATE OF STATE LICENSE:** _____

PEOPLE AUTHORIZED TO PULL PERMITS (MAXIMUM OF 3 PEOPLE):

NAME: _____ **DRIVER'S LICENSE #:** _____

NAME: _____ **DRIVER'S LICENSE #:** _____

NAME: _____ **DRIVER'S LICENSE #:** _____

OWNER'S SIGNATURE: _____

(*ELECTRONIC SIGNATURES **NOT** ACCEPTED)*

EMAIL COMPLETED FORMS AND SUPPORTING DOCUMENTATION TO INSPECT@COPPELLTX.GOV

VILLAGE COLLECTIVE: The Coppell Village Collective connects local contractors and businesses with residents 50+ by showcasing discounts and special offers. By joining as a Community Partner, your business will show its support for our community and gain visibility among engaged, loyal customers. There is no cost to participate. If interested, check the box below and our Village Collective Coordinator will contact you.

I AM INTERESTED IN JOINING AS A COMMUNITY PARTNER

PAYMENTS CAN BE MADE ONLINE USING THE CIVIC ACCESS PORTAL. AFTER YOUR APPLICATION HAS BEEN APPROVED, AN EMAIL WILL BE SENT WITH A LINK TO THE PORTAL TO PAY YOUR INVOICE.

****THE EMAIL ADDRESS MUST BE THE SAME EMAIL YOU SET UP YOUR CIVIC ACCESS ACCOUNT WITH TO RECEIVE THE INVOICE AND ALL PERMIT COMMUNICATION****

Form Date 2026