



**ONE STOP SHOP  
DEVELOPMENT SERVICES DEPARTMENT  
Permits & Inspections Division**

1522 Texas Parkway Missouri City, Texas 77489  
281-403-8600 (Office) [mctxpermits@missouricitytx.gov](mailto:mctxpermits@missouricitytx.gov)



Applications & Forms:



MCTX Self Service:  
(Click on QR code for website)

## CONTRACTOR REGISTRATION FORM

Any building contractor doing business in the city including any work consisting or relating to construction, demolition, repair, renovation of any building, structure, swimming pool, or sign including any fixtures must be registered with the city and obtain a city issued building contractors registration. Annual fees shall be paid prior to receipt of Building Contractor Registration.

A Building Contractor Registration expires on **September 30<sup>th</sup>** of every year and **must be renewed on an annual basis.**

|                                                                                           |                   |                             |                                                     |                   |             |
|-------------------------------------------------------------------------------------------|-------------------|-----------------------------|-----------------------------------------------------|-------------------|-------------|
| <b>1. Type of Contractor:</b>                                                             |                   |                             |                                                     |                   |             |
| <b>Building</b>                                                                           | <b>Mechanical</b> | <b>Electrical</b>           | <b>Plumbing</b>                                     | <b>Irrigation</b> | <b>Sign</b> |
| <b>Other:</b> _____                                                                       |                   |                             |                                                     |                   |             |
| <b>2. Name of Building Contractor:</b>                                                    |                   |                             | <b>3. Physical Address of the Principal Office:</b> |                   |             |
| <b>4. Building Contractor Mailing Address:</b>                                            |                   |                             | <b>5. Building Contractor Phone Number:</b>         |                   |             |
| <b>6. Building Contractor Email:</b>                                                      |                   |                             |                                                     |                   |             |
| <b>7. Name, Address, and Phone Number of Agent(s) available to respond to complaints:</b> |                   |                             |                                                     |                   |             |
| <b>Agent Name:</b> _____                                                                  |                   | <b>Agent Phone:</b> _____   |                                                     |                   |             |
| <b>Agent Email:</b> _____                                                                 |                   | <b>Agent Address:</b> _____ |                                                     |                   |             |
| <b>8. Applicant Contact</b>                                                               |                   |                             |                                                     |                   |             |
| Applicant Printed Name                                                                    |                   |                             | Signature                                           |                   |             |
| Phone                                                                                     |                   |                             | Email                                               |                   |             |

### REQUIRED DOCUMENTS

The following documents are required to be submitted with this form.

- A. Proof of comprehensive general liability insurance** held with a company with a rating of B+ or greater **(Certificate holder must be: City of Missouri City, 1522 Texas Parkway, Missouri City, TX 77489)** with minimum limits of \$300,000 for death or bodily injury and \$300,000 for property damage
- B. Copy of building contractor's current driver license(s).**
- C. Copy of State license(s), if applicable.**

### REVOCATION OR SUSPENSION OF REGISTRATION MAY OCCUR

*Any building contractor's registration may be revoked or suspended for any of the following actions:*

- ❖ Engaging in repeated violations of the City's adopted codes including failing to obtain required inspections; allowing the use or occupancy of a structure without obtaining the required authorization.
- ❖ Engaging in an unlawful manner including gross negligence in the performance of work. Gross negligence includes receiving six (6) code violation reports within the preceding twelve (12) months and expiration, suspension, revocation of required licenses, bond, or insurance
- ❖ Making untrue statements in obtaining a registration or permit.