

Contractor Registration Form

(Mechanical, Electrical, Plumbing, Irrigation, Backflow, and Sign)

Building Inspections

All inspections should be submitted via our portal on [https:// stephenvillepermits.portal.iworq.net/](https://stephenvillepermits.portal.iworq.net/) or called in 24 hours in advanced at 254-918-1224

The following documents are required for initial registration or changes to a current registration with the City of Stephenville (No form is needed for a renewal.):

- This completed application *(Fill in every space. Incomplete form will not be recognized.) (PLEASE PRINT)*
- Copy Mechanical, Electrical, Plumbing, Irrigation, Backflow, and Sign license with the State of Texas
- Copy of Driver's License and current contractor's insurance policy.
- Copy of Irrigator's current gauge calibration.
- No fee is required, and registration does not expire

Authorized signers: You have two ways to add authorized signers to your registration. You can provide either one.

1. On company letterhead, provide a letter indicating by name each person who has permission to pull permits. The letter must be signed by the license holder and dated.
2. In place of a letter, you can fill out the section below for authorized signers and sign.

Contractor Type : (Please Circle)				
<i>Mechanical</i>	<i>Plumbing</i>	<i>Backflow</i>	<i>General</i>	<i>Fire Alarm</i>
<i>Electrical</i>	<i>Irrigation</i>	<i>Sign</i>	<i>Contractor</i>	<i>Fire Sprinkler</i>
License Holder Name:				
Texas License#:		Exp. Date:		
Company Name:				
Mailing Address:				
Physical Address:				
City:		State:		Zip Code:
Phone Number	2 nd Phone Number	Emergency #		Fax #
Company Owner's Legal Name:				
Email Address:				
List of persons who are authorized to pull permit in name of contractor: <i>(If no one else is authorized but the license holder please label "license Holder")</i>				
License Holder's Name Print:				
License Holder's Signature:				