



DEVELOPMENT SERVICES

CONTRACTOR CONNECT PROGRAM APPLICATION Residential Building & Home Improvement Contractor

Requested Category (check one):

☐ Registered Contractor Plus

☐ Premier Contractor

Current Registration #: _____

Applicant Name: _____ Phone: _____

Home Address: _____ City: _____ State: _____

Zip Code: _____ Email: _____

Type of Work: (Check all that apply)

☐ All ☐ Roofing ☐ Pools & Spas ☐ Fences ☐ Residential Repairs

☐ All ☐ Additions ☐ Foundations ☐ New Homes

*Note: Residential Building or Home Improvement Contractor
Registration Required*

*Note: Residential Building Contractor Registration
Required*

CONTRACTOR REGISTRATION CATEGORIES			
CONTRACTOR REQUIREMENTS	Registered Contractor	Registered Contractor Plus	Premier Contractor
Application and Registration Fee	✓	✓	✓
Code of Ethics Acknowledgement Form	✓	✓	✓
General Insurance Requirements	✓	✓	✓
FBI Background Check	✓	✓	✓
Current Permitting Fees		✓	✓
No Building Related Contractor Infractions / Complaints		✓	✓
DSD Building Related Training (attend a minimum of 2 DSD training events per year including Contractor Connect classes or other training approved by the Building Official)		✓	✓
The contractor an affiliated certified agent of the contractor must obtain a Residential International Code Council (ICC) Certification, or other certifications approved by the Building Official			✓

Please submit the application and all requested items to the DSD Permit Counter.

By signing the below, I understand this application does not automatically qualify me for the program and approval is based on the City of San Antonio's Building Official decision. I understand that by qualifying for this program, I will be responsible for notifying DSD of any changes and maintaining the requirements of the category.

Applicant Name (please print): _____

Applicant Signature: _____ Date: _____

Office Use Only

Date Received: _____ Customer Advocate Staff: _____

Registered Contractor Plus:

☐ Current Permitting Fees ☐ Zero Verified Customer Complaints/Infractions ☐ 2 DSD Training events per year

Premier Contractor (Contractor Plus items must be approved as well):

☐ One Agent maintains ICC Certification



DEVELOPMENT SERVICES

REGISTERED CONTRACTOR CODE OF ETHICS

The Development Services Department's holds the solemn commitment to, *"Partnering with our community to build and maintain a safer San Antonio"*. Our paramount responsibility is to protect the welfare, health, and safety of the community through the responsible oversight of development and maintenance of land, homes, buildings, and our community. As such, the Development Services Department advocates that this commitment to excellence be demonstrated and adopted by all registered contractors and is embodied in the following Code of Ethics.

I _____ will adhere to all of the following:

(Registration Holder's Printed Name)

- ✓ Support the Development Services Department mission by foremost ensuring the health, safety, and welfare of the community by providing the highest quality service, materials, and techniques.
- ✓ Avoid practices that could be harmful to the public, including providing or installing any building materials, products or techniques that are known to be defective, substandard, or likely to cause harm.
- ✓ Stay informed of changes of ordinances and codes related to building and safety standards related to your profession and industry.
- ✓ Always maintain required insurance, registrations, licenses, or certifications and provide documented proof to customers upon request.
- ✓ Always display fairness, truthfulness, integrity, and act in good faith in all development business relationships with the community and the public.
- ✓ Refrain from deceptive or dishonest behavior that creates an unfair advantage for your company or any other person, entity, or organization.
- ✓ Negotiate openly and fairly with customers charging fair prices that are reasonable and in proportion with the labor and materials provided.
- ✓ Utilize a written contract that details the services to be performed, limitations, fees, and adhere to the intent and details of the agreement.
- ✓ Meet all contractual obligations in a timely and responsible manner.

The Building Official may take any action necessary in order to enforce these Code of Ethics and to ensure the integrity of the Contractor Registration process.

Registration Holder's Signature: _____ **Date:** _____