

Table 1: Contractor Registration Requirements

	Home Improvement Contractor	General Contractor	Limited General Contractor	Mechanical Contractor	Plumber	Electrician	Water Treatment / Irrigation Specialists	Electrical Sign Contractor
Application	X	X	X	X	X	X	X	X
Driver's License	X	X	X	X	X	X	X	X
Texas State License (non-TCEQ)				X	X	X		X
TCEQ License							X	
Criminal History	X	X	X					
Surety Bond	X	X			X		X	
Certificate of Insurance	X	X		X	X	X		X
Liability Release (Hold Harmless)			X					

Notes:

1. **X** indicates information/document required
2. Water Treatment Specialists/Irrigation Specialists are limited to installing backflow devices, water softeners, and irrigation systems, as indicated by their state license.
3. Criminal History – A copy of a complete criminal history search provided by the Texas Department of Public Safety or the State in which the applicant's driver's license was issued. Criminal history search results cannot be more than one-month old from the date of contractor application submittal. A criminal history search is required for each applicant, partner, or corporate officer for the contracting business.
4. Certificate of Insurance with Universal City named as the Certificate Holder and a minimum of \$300,000 General Liability or higher amount if required by the State of Texas for that particular contractor type.
5. Surety Bond in the amount of \$5,000 using the City's Bond form.
6. Plumbers can provide either a Certificate of Insurance or a Surety Bond.
7. Liability Release using the City's release form.
8. Contractor registration is valid for one year and can be renewed annually.

Thank you for working with the City as it updates files and works to ensure a safe and quality environment for our residents. If you have any questions, please contact the Department of Development Services at (210) 659-0333, Ext 723.

Michael Cassata
Development Services Director

Revised 07/21/2021

APPLICATION FOR CONTRACTOR REGISTRATION

CITY OF UNIVERSAL CITY, TEXAS

I/We _____ wish to apply to the City of Universal City for a license as a :

[] General Contractor [] Home Improvement Contractor [] Limited General Contractor

1. Applicant is: an individual a partnership a corporation

2. State full name, date of birth, driver's license number and State of the applicant, partners, or corporate officers.

Business Address _____

City/State _____ Zip Code _____

Business Phone _____ Fax # _____

Cell Phone _____

E-mail Address _____

3. If partnership or corporation, state the full name, address, date of birth, driver's license number and State of each partner or principal officer and a criminal records search for each:

4. Type of business and type of work you perform _____

5. How long have you been in this type business? _____

6. If less than five years, previous business or employment _____

7. How long in business under this present company name _____

8. If less than five years, list previous company names

9. List the names of those people whom you wish to authorize to obtain permits for your company

10. Have you or any member of this partnership or corporation even been arrested or convicted of a felony or misdemeanor involving moral turpitude? _____ If yes, explain

11. Have you or any member of this partnership or corporation ever been convicted of a violation of the International Building Code, International Residential Code, National Electric Code or any code of the City of Universal City? _____ If yes, explain

STATE OF TEXAS

COUNTY OF BEXAR

BEFORE ME, the undersigned authority on this day personally appeared,

_____, known to me to be the person whose name is signed to the foregoing application and, duly sworn to be, states under oath that he/she has read said application and that all of the facts therein and all attachments hereto are true and correct and that he/she is qualified by either training or experience to conduct the aforementioned business.

Applicant

SWORN to before me this _____ day of _____ 20_____.

Notary Public, State of Texas

My Commission Expires: _____

FOR OFFICE USE ONLY

Date Application Received _____ Fee Paid \$_____ Cash or Check

UC Contractor License Number _____ Date Issued _____

Building Official Signature: _____

Comments

**HOLD HARMLESS AGREEMENT
FOR CITY OF UNIVERSAL CITY**

LIMITED GENERAL CONTRACTOR

By accepting the issuance of a CITY OF UNIVERSAL CITY LIMITED GENERAL CONTRACTOR REGISTRATION, the undersigned REGISTRANT hereby agrees to defend, indemnify and hold harmless the CITY OF UNIVERSAL CITY, its officers, and employees, against any and all claims, lawsuits, causes of action, judgments, or other liability, arising from injury to person or property, sustained by any person, association, partnership, corporation, or other entity, arising directly or indirectly from the acts or neglect of the REGISTRANT, its officers, agents, employees, or members, participants, guests, invitees, or persons under the control of the REGISTRANT.

At its own expense, the REGISTRANT shall indemnify, defend and hold harmless in any and all causes of action, lawsuits or claims brought against the CITY OF UNIVERSAL CITY, its officers or employees.

Name of Registrant

Name of Signer

Title (if registrant isn't an individual)

Mailing address (city, state, zip)

Telephone number

Signature

Date

STATE OF TEXAS

COUNTY OF BEXAR

BEFORE ME, the undersigned authority on this day personally appeared _____ known to me to be the person whose name is signed to the foregoing application and, duly sworn to be, states under oath that he/she has read said application and that all of the facts therein and all attachments hereto are true and correct and that he/she is qualified by either training or experience to conduct the aforementioned business.

Applicant

SWORN to before me this _____ day of _____ 20_____.

Notary Public, State of Texas
My Commission Expires: _____