



City Registration Number \_\_\_\_\_  
Issued By \_\_\_\_\_

**CITY OF PAMPA  
CONTRACTOR REGISTRATION  
APPLICATION \$30.00 FEE**

- Type of Contractor Registration:**
- Residential Addition/Remodeling
  - House Moving
  - Swimming Pool
  - Sign Contractor: (mark one)
  - General
  - Electrical
  - Plumbing
  - Landscape
  - Water Treatment Equipment Installer
  - Electrical Sign
  - New Residential
  - Heating/Air
  - Roofing
  - Non-electrical Sign

**Applicant Information**

Name: \_\_\_\_\_ Business Name: \_\_\_\_\_

State License / Registration Number: \_\_\_\_\_ (If applicable)  
Driver's License #: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Physical Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Telephone: Home: \_\_\_\_\_ Business: \_\_\_\_\_ Cell: \_\_\_\_\_

Alternate Phone Number (some way to leave message): \_\_\_\_\_

E-Mail Address: \_\_\_\_\_ Fax #: \_\_\_\_\_

*By signing below, I attest the above information is true. I understand that giving false information regarding State Licensing could be grounds for repercussion from the appropriate licensing agency.*

Signature of Applicant \_\_\_\_\_ Date: \_\_\_\_\_

Printed Name \_\_\_\_\_

## Contractor Registration Requirements

Contractor Categories	State License or Registration Required	City Registration In Addition to State License or Registration	Annual City Registration Fee	License and Permit Surety Bond	General Liability Insurance
Building Contractor					
1. General Contractor <sup>1</sup>	No	Yes	\$30	None	None
2. New Residential Contractor <sup>2</sup>	State Reg.	Yes	\$30	None	None
3. Residential Additions and Remodeling Contr. <sup>3</sup>	State Reg. <sup>4</sup>	Yes	\$30	\$20,000	None
Additional requirements for building demolition		Any of the above		Lot clearance bond <sup>5</sup>	yes <sup>6</sup>
Electrical Contractor, Master Electrician License <sup>7</sup>	State Lic.	Yes	\$30	None	State Required Min.
HVAC Contractor, A and B <sup>8</sup>	State Lic. <sup>8</sup>	Yes	\$30	None	State Required Min.
Landscape Irrigation Contractor	State Lic.	Yes	\$30	\$10,000	None
House Moving Contractor	No	Yes	\$30	\$10,000	None
Plumbing Contractor, Master Plumber License <sup>8</sup>	State Lic.	Yes	\$30	None	State Required Min.
With Medical Gas endorsement (MGE) <sup>9</sup>	MGE	Yes	\$30	None	State Required Min.
Roofing Contractor <sup>12</sup>	No	Yes	\$30	\$20,000	\$300,000 <sup>12</sup>
Sign Contractor					
1. Electrical Sign Contractor <sup>10</sup>	State Lic. <sup>10</sup>	Yes	\$30	None	State Required Min.
2. Non-electrical Sign Contractor <sup>11</sup>	no <sup>11</sup>	Yes	\$30	\$10,000	None
Swimming Pool, Hot Tub and Spa Contractor	No	Yes	\$30	\$10,000	None
Water Treatment Equipment Installation Contractor	State Lic.	Yes	\$30	\$10,000	none

1. A General contractor who is not registered with the State as a residential contractor and does not post a license and permit surety bond, may only work on commercial projects, including the installation of commercial kitchen exhaust hoods, and boilers used only for providing process heat. Makeup air and environmental air systems associated with a commercial kitchen hood must be installed by a State Licensed Air Conditioning contractor. Boilers installed for environmental heating must be included on a heating and air conditioning permit issued to a State Licensed Air Conditioning contractor. Boilers used for domestic and service water heating must be included on a plumbing permit issued to a State Licensed Master Plumber.

2. A contractor registered with the State as a residential contractor but who does not post a license and permit surety bond may work on new residential construction, and any commercial project, but may not work on residential remodels and additions.

3. A building contractor who is registered with the State as a residential contractor, and who posts a license and permit surety bond as required for a Residential Additions and Remodeling Contractor may work in any of the 3 building contractor categories.

4. State registration is required by state law when certain levels of improvements or additions are made. Refer to current State Law for those limits.

5. See demolition permit requirements for the amount of lot clearance bond. A \$20,000 license and permit surety bond may serve in lieu of a cash lot clearance deposit.

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Reference the demolition permit requirements for a building not set back from the street or alley property line a distance equal to its height.

7. State laws require an Electrical Contractor to be either licensed as a Master Electrician, or employ a Master Electrician. Both are required to register their licenses with the City although the registration fee only applies to the contractor.

8. A licensed master plumber may also install non-ducted, unit heaters and wall heaters without having a separate HVAC license.

9. Installation of medical gas systems may only be done by a licensed master plumber who also has a medical gas endorsement on his license.

10. Signs having any electrical components must be constructed, installed, and maintained by a State Licensed Electrical Sign Contractor. The contractor must either himself be, or he must employ a licensed Master Sign Electrician. Both must register their licenses with the City although the registration fee only applies to the contractor.

11. A Sign Contractor who constructs installs and maintains only signs that have no electrical components is not required to be licensed as an electrical Sign Contractor with the State, but is required to comply with City requirements for contracting.

12. ***General liability insurance requirements for roofing contractors. Prior to being registered, and prior to each registration renewal period, each roofing contractor must provide a standard insurance certificate to the City Code Enforcement Department that demonstrates liability insurance coverage in the following amounts, and that otherwise complies with the following:***

- a. ***Minimum of \$300,000 per occurrence (combined for property damage and bodily injury);***
- b. ***Minimum of \$600,000 aggregate (total amount the policy will pay for property damage and bodily injury coverage); and***
- c. ***Minimum of \$300,000 aggregate for products and completed operations.***
- d. ***The certificate of insurance must contain a clause requiring the company to give the City of Pampa 30 day cancellation notice of the policy.***
- e. ***Insurance must be obtained from an admitted company or an eligible surplus lines carrier, as defined in the Texas Insurance Code, Article 1.14-2, or other insurance companies that are rated by A.M. Best Company as B+ or higher. A registered contractor shall furnish to any customer who requests it: the name of the insurance carrier, policy number, and the name, address and telephone number of the insurance agent with whom the contracting company is insured.***