



PROCEDURE FOR CONTRACTOR REGISTRATION AND PULLING PERMITS

- 1) Fill out contractor registration form.
- 2) Submit copies of State of Texas licenses, insurance, etc. as follows:

Builders:	General liability insurance, driver's license
Plumbers:	Master plumbers license, driver's license, general liability insurance
Electricians:	Master electricians license, contractor's license, driver's license, general liability insurance
HVAC:	HVAC license, driver's license, general liability insurance
BPAT:	BPAT license, driver's license, calibration certificate
F/A OR F/S:	Any licenses your company might have, driver's license, general liability insurance
Building Transport Companies:	Any licenses your company might have, driver's license, general liability insurance (incl. M/H Homes)

- 3) Have insurance company e-mail a copy of general liability insurance showing the City of Cleveland, 907 E. Houston St., Cleveland, Texas 77327 as the certificate holder.
E-mail address: mhale@clevelandtexas.com
- 4) Licensed person must sign the contractor registration and all permit applications.
Two additional persons can be listed on the contractor registration form as being able to pull permits. For additional persons – list on separate company letterhead.
- 5) Payment can be made over the phone with a Visa or Master Card. There is a \$2.50 card processing fee.
- 6) Builders: drawings, specs, or scope of work will be required. Size/number of drawings depends on size of project. Inquire further at 281-659-0240.

Other contractor types: drawings/specs could be required depending on specifics of job, i.e. large, extensive jobs; specialty jobs (i.e. grease traps, generators).

NOTE: YOU WILL BE CHARGED A DOUBLE PERMIT FEE FOR STARTING WORK BEFORE GETTING A PERMIT.

For further information contact Development Services, City of Cleveland 281-659-0240.