



**BUILDING INSPECTIONS**  
265 PARKWAY BLVD.  
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## CONTRACTOR REGISTRATION FORM

REGISTRATION IS FOR ONE YEAR FROM THE DATE OF REGISTRATION OR RENEWAL.

**PLEASE PROVIDE THE FOLLOWING SUPPORTING DOCUMENTS ALONG WITH THIS FORM:**

- COPY OF YOUR STATE LICENSE (**EXCLUDING GENERAL CONTRACTORS**)
- COPY OF INSURANCE (**MINIMUM OF \$1 MILLION - ALL CONTRACTORS**)

**\*\*APPLICATIONS ARE NOT PROCESSED UNTIL ALL REQUIRED DOCUMENTS ARE RECEIVED.\*\***

**DATE OF REGISTRATION:** \_\_\_\_\_

**OWNER'S NAME:** \_\_\_\_\_

**NAME OF COMPANY:** \_\_\_\_\_

**ADDRESS:** \_\_\_\_\_

**CITY:** \_\_\_\_\_ **STATE:** \_\_\_\_\_ **ZIP:** \_\_\_\_\_

**PHONE NUMBER :** \_\_\_\_\_

**EMAIL (SAME AS CSS ACCOUNT):** \_\_\_\_\_

**LICENSE HOLDERS NAME (IF OTHER THAN OWNER):** \_\_\_\_\_

**TYPE OF REGISTRATION:**

- GENERAL CONTRACTOR - \$100.00
- PLUMBING - NO FEE
- ELECTRICAL - NO FEE
- MECHANICAL - NO FEE
- IRRIGATION - \$75.00

**STATE LICENSE NUMBER:** \_\_\_\_\_ **EXPIRATION DATE OF STATE LICENSE:** \_\_\_\_\_

**PEOPLE AUTHORIZED TO PULL PERMITS (MAXIMUM OF 3 PEOPLE):**

**NAME:** \_\_\_\_\_ **DRIVER'S LICENSE #:** \_\_\_\_\_

**NAME:** \_\_\_\_\_ **DRIVER'S LICENSE #:** \_\_\_\_\_

**NAME:** \_\_\_\_\_ **DRIVER'S LICENSE #:** \_\_\_\_\_

**OWNER'S SIGNATURE:** \_\_\_\_\_

(\*ELECTRONIC SIGNATURES **NOT** ACCEPTED)\*

PAYMENTS CAN BE MADE ONLINE USING THE CUSTOMER SELF SERVICE PORTAL (CSS). AFTER YOUR APPLICATION HAS BEEN APPROVED, AN EMAIL WILL BE SENT WITH A LINK TO THE CSS PORTAL TO PAY YOUR INVOICE.

**\*\*THE EMAIL ADDRESS MUST BE THE SAME EMAIL YOU SET UP YOUR CSS ACCOUNT WITH TO RECEIVE THE INVOICE AND ALL PERMIT COMMUNICATION\*\***