



## **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:**

**A. BUILDERS:**

**GENERAL LIABILITY INSURANCE  
GOVERNMENT ISSUED ID**

**B. PLUMBERS:**

**GENERAL LIABILITY INSURANCE  
GOVERNMENT ISSUED ID  
CONTRACTOR'S LICENSE  
MASTER PLUMBERS LICENSE**

**C. ELECTRICIANS:**

**GENERAL LIABILITY INSURANCE  
GOVERNMENT ISSUED ID  
CONTRACTOR'S LICENSE  
MASTER ELECTRICIAN LICENSE**

**D. HVAC:**

**GENERAL LIABILITY INSURANCE  
GOVERNMENT ISSUED ID  
A/C REFRIGERATION CONTRACTORS LICENSE**

**E. BPAT:**

**GOVERNMENT ISSUED ID  
CALIBRATION CERTIFICATE  
BPAT LICENSE**

**F. FIRE ALARM (F/A) OR FIRE SPRINKLER (F/S)**

**GENERAL LIABILITY INSURANCE  
GOVERNMENT ISSUED ID  
ANY LICENSES YOUR COMPANY MIGHT HAVE**

**G. BUILDING TRANSPORT COMPANIES:**

**GENERAL LIABILITY INSURANCE  
GOVERNMENT ISSUED ID  
ANY LICENSES YOUR COMPANY MIGHT HAVE**

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: [lcarr@clevelandtexas.com](mailto:lcarr@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 WILL BE REQUIRED TO SUBMIT DRAWINGS, SPECS OR SCOPE OF WORK . THE SIZE/NUMBER OF DRAWINGS DEPENDS ON SIZE OF THE PROJECT.

7. OTHER CONTRACTOR TYPES MAY BE REQUIRED TO SUBMIT DRAWINGS/SPECS DEPENDING ON SPECIFICS OF JOB, I.E. LARGE EXTENSIVE JOBS; SPECIALTY JOBS (I.E. GREASE TRAPS, GENERATORS, ETC.)

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