

CITY OF BAYTOWN

CONTRACTOR REGISTRATION PROCEDURES

All contractors are required to:

- ✓ Fill out a Contractor Registration Form;
- ✓ Pay registration fee of \$25.00;
- ✓ Provide a copy of the trade license(s), if applicable, and driver's license; and
- ✓ Provide a certificate of insurance evidencing a Commercial General Liability insurance if required for the services the Contractor is registered.

TRADE	LICENSE REQUIREMENTS	CERTIFICATE OF INSURANCE REQUIRED?
Building (Commercial & Residential) (Includes Fence & Driveway)	Applicant's or Owner's Driver's License	No
Roofing	Applicant's or Owner's Driver's License	No
Swimming Pool	Applicant's or Owner's Driver's License	No
Demolition	Applicant's or Owner's Driver's License	Yes
Foundation Repair	Applicant's or Owner's Driver's License	Yes
House Moving	Applicant's or Owner's Driver's License	Yes
Electrical	State Master Electrician License License Holder's Driver's License State Electrical Contractor License	Yes
Plumbing	State Master Plumbing License License Holder's Driver's License	Yes
Irrigation	State Irrigator License License Holder's Driver's License	Yes
Mechanical	State HVAC License License Holder's Driver's License	Yes
Sign	State Sign Erector License License Holder's Driver's License State Electrical Sign Contractor License (if applicable)	Yes
Fire Alarm	State ACR License & ECR if servicing extinguishers License Holder's Driver's License	Yes
Sprinkler System	State SCR License & ECR if servicing extinguishers License Holder's Driver's License	Yes
Tree Trimming/Debris Removal	Applicant's or Owner's Driver's License	No
Back Flow Prevention Tester	Backflow Prevention License License Holder's Driver's License	No (if only testing) Yes (if installing new BFP system)