



HOME BUILDER CONTRACTOR REGISTRATION

New: \$170.00 Renewal: \$170.00

Must be renewed every two years on issue date.

For New Residential Construction, Alterations or Remodeling of Existing Homes Involving Structural Work, Additions to Residential Structures, Foundation Repairs or Detached Accessory Buildings greater than 400 square feet.

All applicants must submit a completed application including the issued background check (Criminal History Arrest Background Check) from San Antonio Police Department. Please note there is a separate fee payable by cash or check to process the Criminal History Arrest Background Check. Applicant's name must be name listed on submitted background check.

Authorized Agents – If any person(s) other than registration holder will be authorized to obtain permits under the registration number assigned as part of this application, the following is required:

- A letter of authorization on company letterhead, listing the individual(s) authorized to act as an agent of the registration holder. OR
- In absence of a company letterhead a notarized letter may be submitted.
- A current home builder registration, current home improvement registration, or government issued photo ID must be presented when applying for a permit.

All letters must be signed by the registration holder. Changes in the list of individuals authorized as agents of the registration holder must be resubmitted in a letter to DSD.

Proof of Insurance – Provide Certificate of Liability Insurance showing valid coverage for the date of the application, with proof of coverage for a minimum of one year from an insurance company authorized to do business in the state of Texas. For new registrations, the certificate must be brought in person to the Development Services office at the address listed below. Certificates of Liability Insurance must also be provided when insurance is renewed and may be submitted in person to DSD offices, faxed to 210-207-0102, or emailed to dSDLicense@sanantonio.gov. If Certificate of Liability Insurance expires, the registered Home Builder Contractor and all authorized agents will be unable to obtain permits until a current certificate is submitted to DSD.

- The insurance must be at least four hundred thousand dollars (\$400,000.00) per occurrence (combined for property damage and bodily injury)
- Be at least one million dollars (\$1,000,000.00) aggregate (total amount the policy will pay for property damage and bodily injury coverage)
- Be at least four hundred thousand dollars (\$400,000.00) aggregate for products and completed operations.

The City of San Antonio must be listed as the Certificate Holder on the Certificate of Liability Insurance:

City of San Antonio
 1901 South Alamo
 San Antonio, Texas 78204

The business name and address listed on the Certificate of Liability Insurance must match the business name and address on the residential building contractor registration application.

Detailed information on Home Builder Contractor registration including insurance coverage requirements is available at https://www.municode.com/library/tx/san_antonio under Chapter 10-115 of the San Antonio Code of Ordinances.

You may contact customer service at (210) 207-1111 for additional information.

OFFICE USE ONLY

(TO BE SUBMITTED WITH COMPLETED APPLICATION)

- | | |
|---|---|
| <input type="checkbox"/> Complete application | <input type="checkbox"/> Government issued photo ID |
| <input type="checkbox"/> Fee: \$170.00 (initial or renewal) | <input type="checkbox"/> Proof of Insurance **City of San Antonio must be listed as Certificate Holder** |
| <input type="checkbox"/> Completed Criminal History Arrest Background Check issued by SAPD **Applicant's name must be listed on background check** | |
| <input type="checkbox"/> Letter of Authorized Agents (if applicable) **Company letterhead or notarized** | |

Date rec'd: ____ / ____ / ____

DSD Rep: _____



APPLICATION

This is to certify that I, _____, hereby apply to the City of San Antonio for a Residential Building Contractor registration. I will comply with the provisions of Residential Building Contractor registration ordinance and any amendments thereto. I acknowledge that noncompliance of this ordinance may cause revocation of my home builder contractor registration. I further understand that it is my responsibility to obtain all proper building permits required for jobs performed by myself or any representative of my company. I will inform the homeowner of the City's requirement to secure permits and call for inspections.

Registration Type (check one) Initial Registration Renewal Registration

Registration Holder Type (check one) Individual Business

Current City Registration/License# (if applicable): _____

Business Name: _____

Business address: _____

City: _____ State: _____ Zip code: _____

Business Phone: (_____) _____ Email: _____

Applicant Name: _____

Home Address (if different from above): _____

City: _____ State: _____ Zip code: _____

Phone: (_____) _____

Each registration holder must fully disclose whether the applicant has:

- YES NO Entered a plea of guilty or nolo contendere (no contest) to any felony charge or a misdemeanor involving moral turpitude;
- YES NO Been convicted of a felony or a misdemeanor involving moral turpitude and the time for appeal has elapsed or the conviction has been affirmed on appeal;
- YES NO Entered a plea of guilty or nolo contendere (no contest) or been convicted of a felony or misdemeanor arising out of a violation of the building code or local amendments thereto in the state of Texas whether or not said violation involves moral turpitude;
- YES NO Has lost or is suspended from home improvement or home builder privileges in any jurisdiction in Texas. Full disclosure includes an interest in or ownership of any entity engaged in the business of new home construction or making home improvements that has lost or been suspended from home improvement or home builder privileges.

Any answer in the affirmative will be referred to the Chief Building Inspector for further review. A failure to disclose shall be sufficient grounds under Section 6-631 of the City Code subsection R115.3(b) to deny the application.

Applicant's signature: _____



City of San Antonio Police Department

William P. McManus
Chief of Police



"The mission of the San Antonio Police Department is to provide quality community-oriented services, while building problem-solving partnerships with our citizens to prevent crime, reduce fear, and enhance the quality of life throughout our community, always treating people with dignity, fairness, and respect."

In accordance with the San Antonio Police Department policy, checking arrest records for anyone other than criminal justice agencies requires a signed release from the person the background check is being conducted on.

I, the undersigned, do hereby authorize the San Antonio Police Department to furnish

_____ (Agency, company, consulate, firm, person, or U.S. Government Recruiter) any criminal history record information, which the San Antonio Police Department has attributed to me. I do hereby release the San Antonio Police Department Chief of Police and all members of the San Antonio Police Department from all liability resulting from the furnishing of this information to the above named agency, company, consulate, firm, or person.

Name: _____
(Last name, first name, and middle name)

Alias Names: _____
(List any and all names that you have used in the past including maiden names)

Present Address: _____
(Address number, street name, city, state and zip)

Previous Address: _____
(Address number, street name, city, state and zip)

Date of Birth: _____ SSN: _____ Height: _____

Weight: _____ Eye Color: _____ Hair Color: _____ Phone: (____) _____

Signature

Right Thumb Print (Use black ink.)

Bring this completed form for processing to:

San Antonio Police Department (SAPD)
Identification/Latent prints
315 S. Santa Rosa
San Antonio, Texas 78207
(210) 207-7605