



CONTRACTOR CONNECT PROGRAM APPLICATION FORM

Electrical Contractor

Requested Category (check one) *: Registered Contractor Plus Premier

Current City Registration/License# (if applicable) _____

Applicant Name: _____ Phone: _____

Home Address: _____ City: _____ State: _____

Zip Code: _____ Email: _____

Type of work: (Check all that apply)	
<input type="checkbox"/> Commercial General Electrical	<input type="checkbox"/> Pools
<input type="checkbox"/> Residential General Electrical	<input type="checkbox"/> Photovoltaics

Please submit the application and all requested items to: DSD.License@sanantonio.gov

By signing the below, I understand this application does not automatically qualify me for the program and approval is based on the City of San Antonio’s Building Official decision. I understand that by qualifying for this program, I will be responsible for notifying DSD of any changes and maintaining the requirements of the category.

Applicant’s Name (please print): _____

Applicant Signature: _____ **Date:** _____

* Please see following page for Contractor Registration Categories and requirements

(Office Use Only)	
Date Received: _____	Customer Advocate Staff: _____
Contractor Plus:	
<input type="checkbox"/> 3 years registered with DSD	<input type="checkbox"/> Company is current with Permit & Inspection requirements
<input type="checkbox"/> Current COO at Business Address	<input type="checkbox"/> Company is current with DSD Permit & Inspection Fees
<input type="checkbox"/> Exceeds minimum liability insurance	
<input type="checkbox"/> 2 DSD Training events per year	
Premier (Contractor Plus items must be approved as well):	
<input type="checkbox"/> Minimum 5 year registration	
<input type="checkbox"/> Company has a Electrical Engineer or Professional Engineer on staff	

Contractor Registration Categories			
Electrical Contractor requirements	Registered Contractor	*Registered Contractor Plus	*Premier Contractor
Company employs Electricians that are registered with Texas Dept. of Licensing and Regulation (TDLR)	✓	✓	✓
Company has no unresolved infractions or complaints on file with the City of San Antonio or TDLR	✓	✓	✓
Company Application and Registration is current with the City of San Antonio	✓	✓	✓
Code of Ethics Acknowledgement Form	✓	✓	✓
Company Current (COO) Certificate of Occupancy at Business Address, as approved by the Building Official		✓	✓
Company exceeds \$300,000 minimum liability insurance per occurrence		✓	✓
Company obtains and complies with permit and inspection requirements		✓	✓
Company is current with the San Antonio DSD permit and inspection fees		✓	✓
Company Minimum Three Year Registration with DSD		✓	
Company (Owner) attends DSD University Building Related Training (a minimum of 2 DSD training events per year)		✓	✓
Company has Design Professional such as Electrical Engineer, Professional Engineer on staff.			✓
Company Minimum Five Year Registration with DSD			✓



Registered Contractor Code of Ethics

The Development Services Department's holds the solemn commitment to, "*Partnering with our community to build and maintain a safer San Antonio*". Our paramount responsibility is to protect the welfare, health, and safety of the community through the responsible oversight of development and maintenance of land, homes, buildings, and our community. As such, the Development Services Department advocates that this commitment to excellence be demonstrated and adopted by all registered contractors and is embodied in the following Code of Ethics.

I _____ **will adhere to all of the following:**

(License Holder's Printed Name)

- ✓ Support the Development Services Department mission by foremost ensuring the health, safety, and welfare of the community by providing the highest quality service, materials, and techniques.
- ✓ Avoid practices that could be harmful to the public, including providing or installing any building materials, products or techniques that are known to be defective, substandard, or likely to cause harm.
- ✓ Stay informed of changes of ordinances and codes related to building and safety standards related to your profession and industry.
- ✓ Always maintain required insurance, registrations, licenses, or certifications and provide documented proof to customers upon request.
- ✓ Always display fairness, truthfulness, integrity, and act in good faith in all development business relationships with the community and the public.
- ✓ Refrain from deceptive or dishonest behavior that creates an unfair advantage for your company or any other person, entity, or organization.
- ✓ Negotiate openly and fairly with customers charging fair prices that are reasonable and in proportion with the labor and materials provided.
- ✓ Utilize a written contract that details the services to be performed, limitations, fees, and adhere to the intent and details of the agreement.
- ✓ Meet all contractual obligations in a timely and responsible manner.

The Building Official may take any action necessary in order to enforce these Code of Ethics and to ensure the integrity of the Contractor Registration process.

License Holder's Signature: _____ **Date:** _____