



DEVELOPMENT SERVICES

CONTRACTOR CONNECT PROGRAM APPLICATION Mechanical Contractor

Requested Category (check one):

Registered Contractor Plus

Premier Contractor

Current Registration #: _____

Applicant Name: _____ Phone: _____

Home Address: _____ City: _____ State: _____

Zip Code: _____ Email: _____

Type of work: (Check all that apply)		
<input type="checkbox"/> Commercial	<input type="checkbox"/> Commercial Kitchen	<input type="checkbox"/> Existing Repair/Replacement
<input type="checkbox"/> Refrigeration	<input type="checkbox"/> Residential	<input type="checkbox"/> New Construction
<input type="checkbox"/> Chillers/Cooling Towers	<input type="checkbox"/> Duct Testing	

Please submit the application and all requested items to the DSD Permit Counter.

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 Name (please print): _____

Applicant Signature: _____ Date: _____

* Please see the following page for Contractor Registration Categories and requirements

Office Use Only	
Date Received: _____	Customer Advocate Staff: _____
Registered Contractor Plus:	
<input type="checkbox"/> 3 years registered with DSD <input type="checkbox"/> Current COO at Business Address <input type="checkbox"/> Exceeds minimum liability insurance <input type="checkbox"/> 2 DSD Training events per year	
Premier Contractor (Contractor Plus items must be approved as well):	
<input type="checkbox"/> Minimum 5 year registration <input type="checkbox"/> Company maintains a residential or commercial ICC or IAPMO Mechanical Certification <input type="checkbox"/> Company supports the Industry via Advisory Boards and Training Venues <input type="checkbox"/> Company has a Mechanical Engineer, PE, Architect, or ability to produce mechanical design plans	

Contractor Registration Categories

Mechanical Contractor Requirements	Registered Contractor	*Registered Contractor Plus	*Premier Contractor
Company employs technicians that are registered with Texas Department of Licensing and Regulation (TDLR)	✓	✓	✓
Company has no unresolved infractions or complaints on file with the City of San Antonio or TDLR	✓	✓	✓
Company Registration is current with the City of San Antonio	✓	✓	✓
Company obtains and complies with permit and inspection requirements	✓	✓	✓
Company is current with DSD inspections and fees	✓	✓	✓
Code of Ethics Acknowledgement Form	✓	✓	✓
General liability insurance	✓	✓	✓
Company Minimum Three Year Registration with DSD		✓	✓
Company Current (COO) Certificate of Occupancy at Business Address, <i>(or as approved by the Building Official)</i>		✓	✓
Company exceeds \$300,000 minimum liability insurance per occurrence for Class A and \$100,000 for Class B		✓	✓
Company (Owner or License Holder) attends at least 2 DSD Building Related Trainings per year <i>(or other HVAC related training, as approved by the Building Official)</i>		✓	✓
Company Minimum Five Year Registration with DSD			✓
Company (Owner, License Holder, or Authorized Agent) maintains a Residential or Commercial (ICC) International Code Council or (IAPMO) Mechanical Certification. <i>(Or other Mechanical related Certifications as approved by the Building Official)</i>			✓
Company supports the Industry via Advisory Boards and Training Venues (TACCA,RSES,PHCC, MCA-SMACNA or other approved by the Building Official)**			✓
Company has a Mechanical Engineer, PE, Architect and/or company has ability to produce mechanical design plans			✓

****Approved Professional Associations:**

Texas Air Conditioning Contractors Association (TACCA)

Refrigeration Service Engineers Society (RSES) Plumbing,

Heating, Cooling Contractors (PHCC)

Mechanical and Sheet Metal Contractors Association of San Antonio (MCA-SMACNA)



DEVELOPMENT SERVICES

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:**

(Registration 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.

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