



DEVELOPMENT SERVICES

Home Improvement Contractor Registration Application

This registration is for nonstructural repair, replacement, remodeling, alteration, conversion, or modernization to any existing building, or any portion of an existing building.

To apply online please visit our [BuildSA Portal](#)

New Registration Renewal

Existing Registration Number (if applicable) _____

Type(s) of Work (Check all that apply) All Roofing Pools & Spas Fences Minor Repairs

Background Check – The applicant will submit to the Building Official an official criminal history record information maintained by the department of Federal Bureau of Investigation. **Background checks must be dated within 30 days of application submittal.**

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. If the Certificate of Liability of Insurance expires, it is the responsibility of the registered Home Improvement Contractor to renew and submit the updated Certificate of Insurance.

Insurance Requirements:

- At least \$300,000 per occurrence (combined for property damage and bodily injury)
- At least \$600,000 aggregate (total amount the policy will pay for property damage and bodily injury coverage)
- At least \$300,000 aggregate for products and completed operations
- Certificate holder must be listed as follows: **City of San Antonio, 1901 South Alamo, San Antonio, TX 78204**
- The business name and address listed on the Certificate of Liability Insurance must match the business name and address on the Home Improvement Contractor registration application.

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

- Registration holders must add or remove delegates through the permitting portal.
- Delegates may not apply for initial registration or renewal. This must be done by the registration holder.
- All delegates must show a valid government issued photo ID when applying for a permit.

Additional Info

- Initial and renewal registration fee is \$150. An additional processing fee will be applied to in person registrations.
- Detailed information on Home Improvement Contractor Registration is available online in the City Code of Ordinances under Chapter 10-115.
- See IB 228 for more information on the FBI Background Check requirement.
- The term for this registration is 2 years from the initial date of issuance.
- Contact customer service at **(210) 207-1111** with any registration questions.

Submission Checklist

<input type="checkbox"/>	Completed Application	<input type="checkbox"/>	Government Issued Photo ID
<input type="checkbox"/>	Proof of Insurance	<input type="checkbox"/>	Completed FBI Background Check

Home Improvement Contractor Registration Application

This is to certify that I, _____ hereby apply to the City of San Antonio for a Home Improvement Contractor registration. I will comply with the provisions of a Home Improvement Contractor registration ordinance and any amendments thereto. I acknowledge that noncompliance of this ordinance may cause revocation of my Home Improvement 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.

Contact Information

Applicant Name: _____ **Phone:** _____

Home Address: _____ **City:** _____

State: _____ **Zip Code:** _____ **Email:** _____

Company Name: _____ **Phone:** _____

Company Address: _____ **City:** _____

State: _____ **Zip Code:** _____ **Email:** _____

<input type="checkbox"/> Yes <input type="checkbox"/> No	Entered a plea of guilty or nolo contendere (no contest) to any felony charge or a misdemeanor involving moral turpitude.
<input type="checkbox"/> Yes <input type="checkbox"/> No	Been convicted of a felony or a misdemeanor involving moral turpitude and the time appeal has elapsed or the conviction has been affirmed on appeal.
<input type="checkbox"/> Yes <input type="checkbox"/> 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.
<input type="checkbox"/> Yes <input type="checkbox"/> No	Has lost or is suspended from home improvement or residential building privileges in any jurisdiction in Texas. Full disclosure includes an interest in, or ownership of any entity engaged in business of new home construction or home improvements that has lost or been suspended from home improvement or residential building privileges.

*Moral turpitude refers to any act deemed criminally immoral such as fraud or theft.

Any answer in the affirmative will result in further review. A failure to disclose shall be sufficient grounds under Chapter 10-115 of the San Antonio Code of Ordinances.

Applicant Signature: _____ **Date:** _____

Internal Checklist (Office Use Only)

Completed Application	Government Issued Photo ID	Verify Contractor Connect Status
Proof of Insurance	Completed FBI Background Check	

Date Received: ____ / ____ / ____

DSD Representative: _____



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.

Applicant Signature: _____ **Date:** _____