



Home Improvement Contractor Registration Application

New: \$150.00

Renewal: \$150.00

Must be renewed every two years on issue date.

For existing residential construction- repair and replacement, non-structural remodeling, alterations, conversions, or modernization.

Limits the scope of home improvement work and is intended for individuals who specialize in non-structural work: i.e. window or door replacement, fence installation, outdoor swimming pools, re-roofing that does not involve structural changes, rain gutter installation, etc.

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

Background Check – All applicants must submit a completed application including the issued background check (Criminal History Arrest Background Check) from the Federal Bureau of Investigation (FBI) per [IB 228. SAPD Fingerprint card must be completed prior to sending background check to FBI \(see attached page for SAPD application\)](#). A separate fee payable by cash or check is required to process the Background Check.

Authorized Agents – 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:

- A company letterhead or a notarized affidavit listing the individual(s) authorized to act as an agent of the registered home improvement contractor.
- All representatives must show a valid government issued photo ID 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. 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 the following: 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 residential home improvement contractor registration application.

Detailed information on Home Improvement Contractor Registration is available in our online Municode under [Chapter 10- 116](#) of the San Antonio Code of Ordinances.

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

Personal Checklist

- Complete Application Government issued Photo ID Fee: \$150.00
 Proof of Insurance Letter of Authorized Agents
 Completed FBI Background Check (Your name must be on background check)



Home Improvement Contractor Registration Application

This is to certify that I, _____, hereby apply to the City of San Antonio for a Residential Home Improvement 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 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.

Registration Type (check one) Initial Registration Renewal Registration

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

Business Name: _____ Business Phone: (____) _____

Business address: _____ City: _____ State: _____

Zip code: _____ Email: _____

Applicant Name: _____ Phone: (____) _____

Home Address): _____ City: _____ State: _____

Zip code: _____ Email: _____

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 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 business of new home construction or 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 Customer Advocate Team Manager, Sharon Trudeau (210-207-0152) for further review. A failure to disclose shall be sufficient grounds under [Chapter 10-116](#) of the San Antonio Code of Ordinances.

Applicant's Signature: _____ **Date:** _____

Internal Checklist (Office Use Only)

- Complete Application Government issued Photo ID Fee: \$150.00
- Proof of Insurance Letter of Authorized Agents
- Completed FBI Background Check (Applicant's name must be on background check)

Date Received: ____/____/____

DSD Representative: _____



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:** _____