



# Development Services Department

320 E Jefferson Blvd, Dallas TX 75203  
(214) 948-4480

## CONTRACTOR REGISTRATION (1 of 2)

☐ NEW ☐ RENEWAL

Type: ☐ ME ☐ MR ☐ MC ☐ IRRIGATION ☐ PL ☐ MG ☐ MRFSS ☐ WSPS ☐ WATER TREATMENT

**Original Registration:** The license holder **must appear in person** at 320 E. Jefferson Blvd. Room 210, Dallas 75203 and furnish (1) This original completed form, (2) The license holder's current pocket license, (3) The license holder's approved photo identification.

**Renewal Registrations:** Renewals may be processed in person by the license holder at any Building Inspection office, or online through the Dallas Now contractor's webpage. (1) All documents listed required on the original registration shall be provided for each renewal. (2) If not renewing in person, this document must be notarized.

**Please note:** Certificates of Registration provided for in this code, expire when the State license expires. Pursuant to the City Code, application is hereby made for Registration as a Mechanical Contractor.

**All information must be complete (Do Not Use "Same")**

### Company Information

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_ License# \_\_\_\_\_ Expiration Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Contr. # \_\_\_\_\_

Name of Company: \_\_\_\_\_

Company Address: \_\_\_\_\_

Number Street City State Zip

Mailing Address: \_\_\_\_\_

Number Street City State Zip

Phone Number: \_\_\_\_\_

**If company is located within the city limits of Dallas provide one of the following:**

C.O. # \_\_\_\_\_ Home Office Form on File ☐ Yes ☐ No

### Responsible License Holder Information:

Name: \_\_\_\_\_ Home Phone#: (\_\_\_\_) \_\_\_\_\_

Home Address: \_\_\_\_\_

Number Street City State Zip

Driver's License Number: \_\_\_\_\_ E-Mail Address: \_\_\_\_\_

**Personnel authorized by the Responsible License Holder to sign permits on the behalf of the Responsible License Holder, shall be listed first. Please limit additional personnel.**

Name

1. (license holder) \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_

**License holder is responsible for adding and removing authorized personnel to this list who are authorized to sign for permits.**



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### CONTRACTOR REGISTRATION (2 of 2)

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I DO DEPOSE AND SAY THE ABOVE INFORMATION IS TRUE AND CORRECT.

SIGNED X \_\_\_\_\_  
Signature of Responsible

Registration Clerk/Notary Public \_\_\_\_\_  
(Must Be Signed by Registration Clerk or Notarized)

Sworn to me before this \_\_\_\_\_ Day of \_\_\_\_\_ 20\_\_\_\_\_

**ANY CHANGES OR CORRECTIONS TO THE ABOVE INFORMATION MUST BE SUBMITTED  
ON THIS SAME FORM AND MARKED AS SUCH. A RECORD CHANGE FEE OF \$30.00 SHALL APPLY**

(2 of 2)