



**NON-TRANSFERABLE
NO REFUNDS
EXPIRES IN 180 DAYS**

Permits / Inspections Department | Website: www.thecityofhedwigvillage.com | Email: permits@hedwigtx.gov | Contact: 713-465-6009

CONTRACTOR REGISTRATION FORM

*****Registration Valid for 12 months- Must Renew Annually. Incomplete Applications will not be accepted*****

Type of Contractor (Please Check One):

General	<input type="checkbox"/>	Mechanical	<input type="checkbox"/>	Plumbing	<input type="checkbox"/>	Electrical	<input type="checkbox"/>	Roofing	<input type="checkbox"/>
Irrigation	<input type="checkbox"/>	Sign	<input type="checkbox"/>	Fire Alarm/Sprinkler	<input type="checkbox"/>	Pool	<input type="checkbox"/>	Other	<input type="checkbox"/>

Please provide all applicable information:

1. Valid Texas Driver's License
2. Original state trade license for copying (If applicable)
3. Certificate of general liability, minimum \$100,000 or the amount required by state law **showing the City of Hedwig Village with our address as Certificate Holder.**
4. All trade licenses must be verified on the state websites before approval for application.

State Licensed Individual's Name:		TDL#:
Home Address:		Phone #:
City:	State:	Zip Code:
State License # (If Applicable):		Expiration Date:
Email Address:		

Business Information:

Company Name:		Office Phone #:
Owner Name:		Cell Phone #:
Mailing Address:		Fax #:
City:	State:	Zip Code:
Your Position:		
Email Address:		

List all persons employed with your company, authorized to purchase permits under your registration and call for inspections.

1.	TDL#:
2.	TDL#:
3.	TDL#:
4.	TDL#:

Applicant's Signature

Printed Name

Date

Liability Insurance:

All contractors are required to always maintain at least the minimum General Liability insurance coverage to satisfy proof of financial responsibility. The insurance must be at least \$100,000.00 per occurrence (combined for property damage and bodily injury) or the minimum required by state law.

PRE-CONSTRUCTION INFORMATION

GENERAL INFORMATION:

- The City of Hedwig Village is currently under the **2018** International Building Codes and the **2017** National Electric Code.
- A clean copy of the **approved stamped** plan set must be onsite in a dry location for each inspection. Minimum size must be 11X17".
- Inspection requests must be scheduled digitally on the city's permitting site or emailed to permits@cityofhedwigtx.gov. **Please do not leave inspection requests on the city voicemail.**
- The address must be posted at the job site for the duration of the project. If the address is not posted, the inspection phase of the project will be put on hold until the address is posted and is visible from the street.
- **Do not differ from the plans that were submitted and approved by the city. All changes must be submitted to the city for revision approval before an inspection is requested.**
- A Certificate of Occupancy is required for all new residential homes and all businesses **before the building can be occupied**. Do not move any furniture, fixtures, etc. into the building until the final inspections have passed.
- All contractors must register with the City of Hedwig Village and provide proof of liability insurance listing City of Hedwig Village as certificate holder.
- Contractors must have licensed workers and placards on their vehicles as required by state law.
- **Separate permits are required for electrical, plumbing, air conditioning & heating, flatwork, irrigation, etc.**
- If an inspection is requested by 3:30 PM Monday- Thursday, and 12:30 PM Friday, the inspection will be conducted the following business day, between 7:00 AM and 4:00 PM, SCHEDULE PERMITTING. The City of Hedwig Village does not perform after hours' inspections. Same day inspections carry a fee of \$84, and the fee is due with the request. If an inspection is requested after the times referenced in this section, the inspection will be conducted in two (2) business days. No set time can be given for inspections. When you email the office to schedule an inspection, you will need the **permit number, address, and type of inspection**. The only people that can request inspections are those authorized by the license holder on the contractor registration form. If an inspection needs to be canceled for any reason, the cancellation needs to be called in before 7:30 AM on the day of the inspection. Inspections requested that are not ready or deviate from the approved set of plans will be failed and a reinspection fee will be required to be paid and the revised plans must be onsite before rescheduling.
- **Permitted Construction Hours:**
 - **Residential Projects:**
Monday- Friday 7 am to 7 pm
Saturday- 9 am to 6 pm
Sunday- 12 pm to 5 pm
 - **Commercial Projects:**
Monday - Sunday 7 am to 7 pm
- The inspector will email the inspection results to the applicant. If you receive a passing report, the inspection passes, and you may proceed. If you receive a partial pass, you must make the corrections and call the office for a reinspection. If you receive a failed report, a reinspection fee will have to be paid prior to rescheduling the inspection.
- **FORM SURVEYS ARE REQUIRED BEFORE FOUNDATION INSPECTIONS WILL BE SCHEDULED. An elevation certificate showing the top of form and street elevations will also be required if the property is within the flood zone.** We have 48 hours to approve form surveys and elevation certificates, so please remember to submit the form surveys and elevation certificates to our office at least 48 hours before you want the inspection for the foundation inspection.
- An inspection is required before **any concrete** can be poured.

FINALS:

- Please remember to submit your final paperwork to our office **before** you want to schedule your final inspection. You will need to submit the following **original paperwork** to our office before final inspections can be scheduled:
 - Final survey, and final elevation certificate (if applicable)- for commercial projects we will also need a copy of the sales tax certificate listing the address of the business located in Hedwig Village and a final "as built" CD.
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I have read and understand the above instructions. I understand that additional inspections may apply depending on the type of project.

Signature

Date

Printed Name

Company Name