



www.cityofkaty.com

# CITY OF KATY

## Permits & Inspections

910 Avenue C

Katy, TX 77493

Phone 281-391-4830

Fax 281-391-4834

### CONTRACTOR REGISTRATION FORM

\*\*\* Registration Valid for One Calendar Year (Jan 1 thru Dec 31)—Must Renew Annually \*\*\*

**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 THE FOLLOWING (if applicable):**

- Valid Texas Driver's License.
- Original State License for copying.
- Original State Contractor Registration for copying.
- Certificate of General Liability Insurance showing the City of Katy, 910 Avenue C, Katy, TX 77493 as certificate holder (not additional insured).
- \$100.00 Exact Cash or Check Payable to City of Katy.

**PLEASE PRINT OR TYPE**

State Licensed Individual:		TDL #:
Home Address:		Phone #:
City:	State:	Zip Code:
State License No. (if applicable):		Expiration Date:

**BUSINESS INFORMATION**

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

**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 Printed Name

Date

Applicant's Signature

**Liability Insurance:**

All contractors are required to maintain at least the minimum General Liability insurance coverage at all times to satisfy proof of financial responsibility. The insurance must be at least \$300,000.00 per occurrence (combined for property damage and bodily injury).



*Permits and Inspection Department*

## SCHEDULING OF INSPECTIONS

### **Dear Contractors and/or Property Owners:**

This notice is to inform you that due to the volume of inspections being requested in our City, inspection scheduling will be as follows:

If an inspection is requested anytime before 2:00 pm any given day, the inspection will be conducted the following business days between 7:00 am and 3:30pm, **SCHEDULE PERMITTING**.

If an inspection is requested after 2:00 pm any given day, the inspection will be conducted in two (2) business days between 7:00 am and 3:30 pm.

We apologize in advance for any inconvenience, but we are no longer able to schedule AM or PM inspections. No set time can be given except for Residential/Commercial **FINALS**.

**\*If an inspection needs to be cancelled for any reason, the cancellation needs to be called in before 8 am on the day of the scheduled inspection.**

If the inspector arrives at a job site and the work is not ready for inspection or incorrect it will be turned down. If a red tag is issued a reinspect fee will have to be paid (cash/check) **PRIOR** to rescheduling the same inspection. If the fee is paid before 2:00 pm the reinspection will be conducted the following business day. If the fee is paid after 2:00 pm, the reinspection will be conducted in two (2) business days.

**IT IS VERY IMPORTANT TO MAKE SURE YOU ARE GOING TO BE READY FOR INSPECTION BEFORE YOU SCHEDULE YOUR INSPECTIONS.**

NOTE: Foundations & Final Inspections

**BEFORE A FOUNDATION OR FINAL INSPECTION CAN BE SCHEDULED, ALL REQUIRED PAPERWORK MUST BE SUBMITTED FOR APPROVAL. INSPECTOR HAS 48 HOURS TO APPROVE PAPERWORK. ONCE PAPERWORK IS APPROVED, CONTRACTOR MUST SCHEDULE DATE & TIME FOR INSPECTION WITH PERMITS CLERK.**

\_\_\_\_\_  
**SIGNATURE**

\_\_\_\_\_  
**PRINT NAME**

\_\_\_\_\_  
**COMPANY NAME**

\_\_\_\_\_  
**DATE**