



www.cityofkaty.com

CITY OF KATY

Permits & Inspections

910 Avenue C
Phone 281-391-4830

Katy, TX 77493
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):

1. Valid Texas Driver's License.
2. Original State License for copying.
3. Original State Contractor Registration for copying.
4. Certificate of General Liability Insurance showing the City of Katy, 910 Avenue C, Katy, TX 77493 as certificate holder (not additional insured).
5. \$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