

# Contractor's Registration Instructions

## ITEMS REQUIRED TO BE SUBMITTED

CONTRACTOR'S REGISTRATION APPLICATION

<https://www.annatexas.gov/DocumentCenter/View/3109/Contractor-Registration-Application>

COLOR COPY OF DRIVER'S LICENSE

COLOR COPY OF TRADE'S LICENSE (if applicable)

CERTIFICATE OF INSURANCE - Proof of liability insurance in the amount of \$500,000.00

FEES (if applicable) - *Application fees must be paid when an application is submitted to the City.*

Plumber and Electrician Contractors are not required to pay a fee.

**The City cannot accept an application that does not have all the required submittal items listed above.**

## PROCESS AND TIMING

The time it takes to review and approve registration depends on how quickly and completely responses are received from the Applicant when the Department asks for missing documentation or additional information.

**PLEASE EMAIL QUESTIONS TO PERMITS@ANNATEXAS.GOV.**

*The purpose of this handout is to assist the public in complying with detailed permit submittal requirements. It is NOT a complete list of permit or code requirements and should NOT be used as a substitute for applicable laws and regulations. It is the responsibility of the owner/design professional to review the submittal for completeness and applicability to other codes. Only complete applications can be accepted by the City for review.*