



RICHMOND
EST. **TEXAS** 1837

CITY OF RICHMOND BUILDING DEPARTMENT

600 MORTON STREET • RICHMOND TEXAS 77469

PHONE 281-232-6871 • FAX 281-238-1215

EMAIL: PERMITS@RICHMONDTX.GOV

Contractor Registration

All Contractors working in the City of Richmond must register with the Building Department.

There is no fee to register with the City of Richmond. Please attach copies of all licenses.

Insurance Requirements:

General Liability of at least \$300,000 for one accident and any one person and property with at least a B+ rating.

Certificate Holder must state: City of Richmond 600 Morton St. Richmond, TX 77469

Company Name: _____ Phone: _____

Company Address: _____

City: _____ State: _____ Zip: _____ Fax: _____

Email: _____

Type of Contractor: _____ State License Holder's Name: _____

State License No: _____ Driver's License No: _____

Personnel authorized to purchase permits with this registration: _____

Please be advised that **ALL REGISTRATIONS WILL EXPIRE ON DECEMBER 31 EVERY YEAR.**

Please notify the Building Department of any changes to address, phone number, fax number, email address or license holder information.

Revocation or Suspension of Registration may occur:

*If the contractor fails to obtain required inspections to finalize permits.

*If the contractor allows use or occupancy of a structure for which a permit was obtained without obtaining the required authorization.

*If the Building Official finds the contractor to be grossly negligent in the performance of his/her work. For purposes of this section, a contractor may be found to have acted in a gross manner if such contractor has received six (6) inspection reports of code violations and if the violations occurred in the last twelve (12) months.

*Expiration, suspension, revocation of required license, bond or insurance.

I hereby certify that I have read and examined this document and know the same to be true and correct.

APPLICANT SIGNATURE

DATE

APPLICANT NAME PRINTED