

**CITY OF SAN ANTONIO
DEVELOPMENT SERVICES DEPARTMENT**

Contractor Application Requirements
(Electrical Contractors / Electrical Sign Contractors)

REQUIRED INFORMATION for initial registration of an Electrical Contractor and/or Electrical-Sign Contractor with the City of San Antonio is listed below.

1. The following individuals must be present:

- a) Person whom the Electrical/Electrical-Sign Contractor's license was issued to by the Texas Department of Licensing (TDLR).
- b) Person who is the responsible Master of Record for the Contractor's license (if not the same person).

2. Applicant (*Licensed State Contractor*) must submit a complete and notarized application, and include the following information:

- a) **Copy of the State Contractor's License Certificate** will be required at the time of application. (Electrical Contractor or Electrical Sign Contractor)
- b) **Copy of the State Master of Record License Certificate** will be required at the time of application. (Master Electrician or Master Sign Electrician)
- c) **Liability insurance** will be required at time of application
 - *MUST BE* Typed (by the insurance company), Current, and in the minimum amount required by the Texas Department of Licensing
 - *MUST LIST* the City of San Antonio designated as the Certificate holder (This will assure us proper notification from Insurance Company, if insurance were to be cancelled while Contractor's License is on active status within our jurisdiction)
 - *MUST LIST* the *State Contractor's License Holder's Name* with the *State Contractor Business Name* (not the master of record)
- d) **Bond** will be required at time of application
 - *MUST BE* Original, Typed (by bonding company) with Original Power of Attorney
 - *MUST BE* current and in the minimum amount of \$1,000.00
 - *MUST LIST* the *State Contractor's License Holder's Name* with the *State Contractor Business Name* (not the master of record)
 - *MUST BE* made payable to the City of San Antonio
- e) **Registration fee** will be required at time of application.
 - \$85.00 (Note: check or money order should made out to the City of San Antonio)

NOTE: Information on application must be identical to what is listed on the licenses issued by TDLR and or as listed on the TDLR website.

**CITY OF SAN ANTONIO
DEVELOPMENT SERVICES DEPARTMENT**

**Electrical Contractors / Electrical Sign Contractors
Supplemental Information**

The applicant will be responsible for following all adopted codes and standards for the City of San Antonio. Copies of chapter 10 entitled “Electricity” and chapter 28 entitled “Signs and Billboards” of City Code can be viewed on our Development Services Department website at www.sanantonio.gov or on the Municode website at http://www.municode.com/Resources/online_codes.asp

The applicant will also be responsible for being familiar with the guidelines and rules of the City Public Service Handbook (utility company). Contact CPS, Customer Service at 210-353-3333 to obtain the handbook.

The City of San Antonio will enforce all rules outlined by TDLR regulating electrical licenses along with those outlined in the Chapter 10 “Electricity” and Chapter 28 “Signs and Billboard” Codes. (Example: licenses in possession at all times along with photo I.D, and proper identification required on all vehicles)

Renewal Fee will be \$85.00 and will be subjected to the following items being current and in good standing.

- Current insurance
- Current bond
- Current state contractor’s license
- Current master electrician’s license

NOTE: It is the responsibility of the license holder to renew their state licenses.

Development and Business Services Center is located at:

1901 South Alamo St. 1st floor
San Antonio, TX 78204

Maps showing areas covered by each inspector along with phone numbers are available upon request at the application counter.

Questions can be directed to Ray Martinez, Chief Electrical Inspector, at 210-207-8286 or e-mailed to: ray.martinez@sanantonio.gov.



City Of San Antonio
 Development Services Department
 1901 S. Alamo
 San Antonio, TX 78204

INTAKE STAFF INFO	
STAFF NAME:	_____
DATE PAID:	_____
EXP. DATE:	_____

CONTRACTOR APPLICATION

CONTRACTOR APPLICANT INFORMATION				Electrical	Sign
NAME:			TITLE:		
DATE OF BIRTH:		SSN:	PHONE:		
ADDRESS:		CITY:	STATE:	ZIP:	
STATE CONTRACTOR'S LICENSE NUM.:			EXP. DATE:		
BUSINESS NAME:					
BUSINESS MAILING ADDRESS:					
CITY:			STATE:	ZIP:	
PHONE:			FAX:		
E-MAIL ADDRESS:					
MASTER ELECTRICIAN / MASTER SIGN ELECTRICIAN OF RECORD INFORMATION					
NAME:					
DATE OF BIRTH:		SSN:	PHONE:		
STATE MASTER'S LICENSE NUM.:			EXP. DATE:		
CURRENT ADDRESS:					
CITY:			STATE:	ZIP:	
PHONE:			FAX:		
E-MAIL ADDRESS:					
COMPANY PERSONNEL (AUTHORIZED PERSONNEL TO PULL PERMITS) To list more list/attach on a separate sheet.					
NAME:			TITLE:		
PHONE #:			Trade Lic. Num. (if applicable):		
ADDRESS:		CITY:	STATE:	ZIP:	
NAME:			TITLE:		
PHONE #:			Trade Lic. Num. (if applicable):		
ADDRESS:		CITY:	STATE:	ZIP:	
NAME:			TITLE:		
PHONE #:			Trade Lic. Num. (if applicable):		
ADDRESS:		CITY:	STATE:	ZIP:	
CO-OWNER INFORMATION (IF JOINT OWNERSHIP)					
NAME:			TITLE:	Phone #:	
ADDRESS:					
CITY:		STATE:	ZIP:		
SIGNATURES					
SIGNATURE OF APPLICANT:				DATE:	
SIGNATURE OF MASTER/MASTER SIGN ELECTRICIAN:				DATE:	

Sworn to and subscribed before me, the undersigned authority, this ____ day of _____
 20____.

 State of Texas, Notary Public

**CITY OF SAN ANTONIO
DEVELOPMENT SERVICES DEPARTMENT**

Local Master Electrician/State Electrical Contractor

STATE OF TEXAS }
COUNTY OF BEXAR }
CITY OF SAN ANTONIO }

BOND NO. #####

WHEREAS, LICENSE HOLDER'S FULL NAME, STATE CONTRACTOR BUSINESS NAME, address **BUSINESS ADDRESS**, hereinafter referred to as "**Principal**", has made an application to the City of San Antonio for a license to install and/or alter electric wiring, devices and or equipment in the City of San Antonio as a Local Master Electrician/State Electrical Contractor provided for in the Electrical Ordinance, passed and approved on the 10th day of June, 1976, as amended; now therefore.

Know all men by these presents, that LICENSE HOLDER'S FULL NAME, STATE CONTRACTOR BUSINESS NAME as principal, and **SURETY COMPANY NAME**, as surety, a recognized Surety Company authorized to do business in the State of Texas, acknowledge ourselves bound and obligated to pay to the City of San Antonio, its successors and assigns, the sum of one thousand (**\$1000.00**) dollars;

Conditioned that the *Principal* will, in good faith, comply with all the terms of City Ordinance No. 46750, dated June 10, 1976, as amended the same being otherwise known as the Electrical Ordinance.

This bond and obligation shall continue in full force and effect from the date of its approval by the City Clerk of the City of San Antonio until the **EXPIRATION DATE** and shall be subject to successive recoveries within the sum above limited.

This bond is subject to cancellation by either the *Principal or Surety* herein, upon either of them giving ten (10) days notice in writing to the City of San Antonio, but such cancellation shall not affect or limit any liabilities for any breach of the conditions of this bond prior to its cancellation.

WITNESS our hands and seals this the **DAY** of **MONTH**, **YEAR**.

ORIGINAL SIGNATURE OF LICENSE HOLDER

Principal's Signature

SURETY COMPANY NAME

Surety Company

BY: ATTORNEY-IN-FACT

Attorney-in-fact

APPROVED:

DATE: _____

BY: _____

Chief Electrical Inspector

NOTE: ALL BONDS MUST BE TYPED BY BONDING COMPANY, ORIGINAL WITH SURETY SEAL, AND POWER OF ATTORNEY ATTACHED