

**CITY OF SAN ANTONIO  
PLANNING AND DEVELOPMENT SERVICES DEPARTMENT  
HOME IMPROVEMENT CONTRACTOR REGISTRATION**

For Existing Residential Construction – Repair and Replacement, Non-structural Remodeling Alterations  
Conversions or Modernization, or Detached Accessory Buildings 400 square feet and smaller

Limits the scope of home improvement work and is intended for individuals who specialize in non-structural work. i.e. window or door replacement, fence installation, outdoor swimming pools, re-roofing that does not involve structural changes, rain gutter installation, foundation repairs or decks, etc.

**All applicants for a new registration or renewal of registration must submit a complete & notarized application, and attach the items listed below:**

**All new and renewing applicants must attach a “Request for Information Form” from the Chief of Police.**

- Take the original “Request for Information Form” to the Chief of Police of the San Antonio Police Department at 214 S. Nueva, Room 123 for processing
- \$25.00 processing fee (effective October 1<sup>st</sup>, 2009)
- Attach the completed SAPD request for information form result to the home improvement contractor registration application.

**Authorized Agents – If any person(s) other than registration holder are going to obtain permits under the registration number assigned as part of this application, then attach:**

- Submit a letter of authorization on company letterhead, listing the individual(s) authorized to act as an agent of the registration holder. In absence of a company letterhead a notarized letter may be submitted. All letters must be signed by the registration holder. Changes in the list of individuals authorized as agents of the registration holder must be resubmitted in a letter to PDSD.
- A current home improvement contractor registration **or** a Texas driver’s license must be presented when applying for a permit.

**Initial registration fee:** \$75.00 for one year; **Annual registration renewal fee:** \$75.00.

**Article IV Home Improvement Contractor Registration** is available at [www.municode.com](http://www.municode.com) (listed under Chapter 16 – Licenses and Business Regulations of the San Antonio Code of Ordinances).

**For additional information** you may contact the Chief Building Inspector, Ernest Martinez at 210-207-8314 or general questions at 210-207-1111.

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HOME IMPROVEMENT CONTRACTOR REGISTRATION**

**OFFICE USE ONLY**

**HOME IMPROVEMENT CONTRACTOR REGISTRATION CHECK LIST  
(TO BE SUBMITTED WITH COMPLETED APPLICATION)**

\_\_\_\_\_ **Complete notarized application.**

\_\_\_\_\_ **Request for Information Form completed by the San Antonio Police Department. \*\*background check must have the applicant's name.**

\_\_\_\_\_ **Fee. \*\*\$75.00 for a one year period\*\***

**Comments:**

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Date received: \_\_\_\_\_ Received by: \_\_\_\_\_

**CITY OF SAN ANTONIO  
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**APPLICATION**

This is to certify that I, \_\_\_\_\_, hereby apply to the city of San Antonio for a Home Improvement Contractor's Registration. I will comply with the provision of Home Improvement Contractor's Registration ordinance no. 2008-12-11-1160 passed on December 11, 2008 and any amendments thereto. I acknowledge that noncompliance of this ordinance may cause revocation of my home improvement contractor's registration. I further understand that it is my responsibility to obtain all proper building permits required for jobs performed by myself or any representative of my company. I will inform the homeowner of the city's requirement to secure permits and call for inspections.

Registration Type (Check one)    Initial Registration \_\_\_\_\_ Renewal Registration \_\_\_\_\_

Registration Holder Type (Check one)    Individual \_\_\_\_\_ Firm \_\_\_\_\_ Corporate \_\_\_\_\_

Current City Registration/License # (if applicable)    \_\_\_\_\_

Business Name: \_\_\_\_\_

Business address: \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip code: \_\_\_\_\_

Business Phone #: \_\_\_\_\_

Email Address: \_\_\_\_\_

Registration Holder full name: \_\_\_\_\_

Texas Driver License #: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Home or cell Phone # \_\_\_\_\_

Home Address (if different from above): \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip code: \_\_\_\_\_

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**Each registration holder must fully disclose whether the applicant has:**

Yes    NO

- \_\_\_\_\_    \_\_\_\_\_    Entered a plea of guilty or nolo contendere (no contest) to any felony charge or a misdemeanor involving moral turpitude;
- \_\_\_\_\_    \_\_\_\_\_    Been convicted of a felony or a misdemeanor involving moral turpitude and the time for appeal has elapsed or the conviction has been affirmed on appeal;
- \_\_\_\_\_    \_\_\_\_\_    Entered a plea of guilty or nolo contendere (no contest) or been convicted of a felony or misdemeanor arising out of a violation of the building code or local amendments thereto in the state of Texas whether or not said violation involves moral turpitude;
- \_\_\_\_\_    \_\_\_\_\_    Has lost or is suspended from home improvement privileges in any jurisdiction in Texas. Full disclosure includes an interest in or ownership of any entity engaged in the business of making home improvements that has lost or been suspended from home improvement privileges.

**Any answer in the affirmative will be referred to the Chief Building Inspector for further review. A failure to disclose shall be sufficient grounds under Section 6-631 of the City Code subsection R115.3(b) to deny the application.**

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\_\_\_\_\_  
Applicant's signature

Subscribed and sworn to before me, a notary public, in and for said county and state,

this \_\_\_\_\_ Day of \_\_\_\_\_ 20\_\_\_\_\_.

My commission expires: \_\_\_\_\_  
Notary Public Signature

**CITY OF SAN ANTONIO  
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**REQUEST FOR INFORMATION FORM**

**TO:** Chief of Police  
**FROM:** Director of Development Services  
**SUBJECT:** Request for Information

**THE PLANNING AND DEVELOPMENT SERVICES DEPARTMENT REQUESTS CONVICTION DATA IF ANY ON:**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_

State: \_\_\_\_\_ Zip code: \_\_\_\_\_

Birth date: \_\_\_\_\_

(an applicant for a home improvement contractor registration.)

Roderick Sanchez  
Director  
Planning and Development Services Department

I hereby authorize the City of San Antonio to seek information from the San Antonio Police Department under my name if any, on any conviction(s) of a felony or a misdemeanor involving moral turpitude with regard to my application submitted for a home improvement contractor registration pursuant to section 1685 of the City Code.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

right  
thumb  
print

San Antonio Police Department  
Identification/latent prints  
214 W. Nueva, Room 123  
San Antonio, Texas 78205  
(210) 207-7605