



**CITY OF HORSESHOE BAY**

1 Community Drive  
P.O. Box 7765  
Horseshoe Bay, Tx 78657

**DEVELOPMENT SERVICES DEPARTMENT**  
**DEVELOPMENT PROJECTS/PERMITS/INSPECTIONS**  
**PLATTING/PLANNING & ZONING/BOARD OF ADJUSTMENT**  
**CODE ENFORCEMENT**

**Registration Application for General Commercial Contractors, General Residential Contractors, Home Improvement Contractors and Manufactured Home Contractors**

This is to certify that I, \_\_\_\_\_, hereby apply to the City of Horseshoe Bay to register as a (specify type) \_\_\_\_\_ contractor. I will comply with the provisions of all City Ordinances and any amendments thereto. I acknowledge that noncompliance of these ordinances may cause revocation of my Registration. I further understand it is my responsibility to obtain all proper building permits required for jobs performed by myself and any representative of my company prior to beginning work on any project. I will inform the property owner of the City's requirements to secure permits and call for inspections prior to beginning work on any project.

Business/Entity Name: \_\_\_\_\_ Federal Tax ID#: \_\_\_\_\_

Email Address: \_\_\_\_\_ Ph#: \_\_\_\_\_

Business Address: \_\_\_\_\_ City, State, Zip: \_\_\_\_\_

Applicant Name \_\_\_\_\_ Social Security# (Required): \_\_\_\_\_

Driver's License# (Required): \_\_\_\_\_ Sate: \_\_\_\_\_ DOB: \_\_\_\_\_

Job Site Supervisor (if not applicant) \_\_\_\_\_ Ph# \_\_\_\_\_

Job Site Supervisor Email Address: \_\_\_\_\_

**Authorized Agents-If any person(s) other than the registration holder will be authorized to obtain permits under the registration number assigned as part of this application, the following are required:**

- **A company letterhead or a notarized affidavit listing the individual(s) authorized to act as an agent of the registered contractor**
- **All letters must be signed by the registered contractor**
- **All representatives must show a valid government issued photo ID when applying for a permit**
- **Changes in the list of individuals authorized as agents must be resubmitted in a letter to Development Services**

**Proof of Insurance Required:** Provide Certificate of Liability showing valid coverage for the date of the application, with proof of coverage for a minimum of 1 year from an insurance company authorized to do business in the state of Texas. It is the responsibility of the Registered Contractor to renew and submit the updated Certificate of Liability Insurance.

**For applicable insurance coverage amounts, refer to Chapter 3, Sec. 3.03.010(a)(9) of the City's Code of Ordinances.**



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**Authorization for Credential Verification and Criminal Background Investigation:**

In submitting this application, I hereby authorize the City of Horseshoe Bay the use of third party companies to do a Credential Verification and a Criminal Background Investigation of the information provided on this Form, and agree to abide by the results of the Verification and Investigation by the City of Horseshoe Bay and the Development Services Department. \_\_\_\_\_ **Initials.**

Registration and Building Permit are subject to revocation or denial if any information provided is found to be false, if the City is not notified in writing of any changes in the information given on this application, or if there is any City Code violation.

As the Designated Agent, I certify that I am individually and severally liable for company violations of City Building and related Codes, and that all of the information submitted on this form and on attached documents is true and correct, to the best of my knowledge and belief: \_\_\_\_\_ **Initials**

\_\_\_\_\_  
**Signature of Applicant**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Printed Name**

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

- 1. Has had any projects foreclosed on or not been completed due to lack of funds? Yes \_\_\_ No \_\_\_
- 2. Has ever been sued because of poor workmanship or other problems with a project? Yes \_\_\_ No \_\_\_
- 3. Has been or any corporate officer or partner ever been convicted of, or pleaded guilty or no contest to, a misdemeanor involving moral turpitude (theft, deceit, fraud, misrepresentation, intentional violence and sexual offenses) or a felony, or is any such charge now pending? Yes \_\_\_ No \_\_\_
- 4. Has lost or is suspended from home improvement or building privileges in any jurisdiction. Full disclosure includes an interest in, or ownership of any entity engaged in business of new home construction or home improvements that has lost, or been suspended from, home improvement or home builder privileges. Yes \_\_\_ No \_\_\_

**Any answer in the affirmative will be referred to the City Attorney for further review. A failure to disclose any information shall be sufficient grounds under Chapter 3, Sec. 3.03.101(a)(9) of the City of Horseshoe Bay Code of Ordinance**

**APPLICATION CHECKLIST: Driver's License \_\_\_\_\_ Proof of Insurance \_\_\_\_\_**

**Completed Application \_\_\_\_\_ Ethic's Statement \_\_\_\_\_ Payment \_\_\_\_\_ (\$100)**



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### Contractor Code of Ethics

Development Service’s primary responsibility is to protect the health, safety, and welfare of our citizens through the oversight and regulation of the development and maintenance of our community. As such, the Development Services Department advocates that this commitment to excellence be demonstrated and adopted by all registered contractors and is embodied in the following Code of Ethics:

I, \_\_\_\_\_, will adhere to all the following:

- ❖ Support the Development Services Department by foremost ensuring the health, safety, and welfare of the community by providing the highest quality service and techniques.
- ❖ Avoid practices that could be harmful to the public, including providing or installing any building materials, products or techniques that are known to be defective, substandard, or likely to cause harm.
- ❖ Stay informed of changes of ordinances and codes related to building and safety standards of your profession and industry.
- ❖ Always maintain required insurance, registrations, licenses, or applicable certifications and provide documented proof to our citizens upon request.
- ❖ Always display fairness, truthfulness, integrity, and act in good faith in all development business relationships.
- ❖ Refrain from deceptive or dishonest behavior that creates an unfair advantage for your company or any other person, entity, or organization.
- ❖ Meet all contractual obligations in a timely and responsible manner.

The Development Services Director may take any action necessary to enforce these Code of Ethics to ensure the integrity of the Contractor Registration process.

Contractor’s Signature \_\_\_\_\_ Date: \_\_\_\_\_

### FOR OFFICE USE ONLY

Approved By: \_\_\_\_\_ Date: \_\_\_\_\_ Denied By: \_\_\_\_\_ Date: \_\_\_\_\_

Registration Valid for 2 Years is New: \_\_\_\_\_ Renewal: \_\_\_\_\_ Any Taxes Owed to City? Yes \_\_\_ No \_\_\_