



City of Runaway Bay
 101 Runaway Bay Drive
 Runaway Bay, TX 76426

940-575-4745
 FAX 940-575-2563

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**CONTRACTOR REGISTRATION APPLICATION**  
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Contractor fee is \$100.00 annually with expiration being December 31 of the date of issuance. If renewal fee is paid before December 31, renewal fee will be \$50.00. Attach list of sub-contractors. Copy of current trade license and driver license is required. Trade license must be current.

Business Name _____ Owner _____

Address _____

City _____ State _____ Zip _____

Phone _____ Mobile Phone _____
 FAX _____

Type of Business/Trade _____ Trade License # _____

Driver License # _____

Applicant Name _____
 (Printed)

Applicant Signature _____

Date of application _____

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**TO BE COMPLETED BY CITY**

Received date \_\_\_\_\_ By \_\_\_\_\_ Expiration Date \_\_\_\_\_

Contractor Fee:  \$100.00 Date Fee Received \_\_\_\_\_ By \_\_\_\_\_  
 \$50.00 renewal if prior to 12/31

Renewal Payments received:

|                   |  |  |  |  |  |
|-------------------|--|--|--|--|--|
| DATE RECD         |  |  |  |  |  |
| REGISTRATION YEAR |  |  |  |  |  |



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CONTRACTOR/SUB-CONTRACTOR REGISTRATION REQUIREMENTS
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Chapter 150.003 Code of Ordinances for the City of Runaway Bay became effective August 11, 1998, and as amended, states:

- A) No contractor shall engage in the business of contracting to furnish labor and materials for the erection, construction or repair of buildings, structures or signs, or for the installation of electrical or mechanical wiring or units, for which a building permit is required, without first registering with the City.
- B) Each contractor or builder, i.e. a contractor who performs work for which a permit is required, shall register by paying an initial fee of \$100.00. Renewal may be effected at any time prior to the date of expiration by a payment of a fee of \$50.00.
- C) All registrations issued under this code shall expire at midnight December 31 of the year of issuance. Any contractor failing to renew who makes application for renewal of registration after his or her current registration expires, shall be considered an applicant for an original registration. The fees required in (B) above shall not be prorated regardless of the date of issuance of an original registration.

No permitted work can be inspected for compliance or continue until all contractors requiring inspections have registered with the city.

**PRIME CONTRACTOR:** The prime contractor is the contractor to whom the building permit is issued.

Must register, furnish copy of driver license and trade license (when applicable), and sub-contractor list (if required).

Builder, Remodeler, Roofer, Pool Contractor, Plumber, Electrician, Mechanical, Framers

**SUB-CONTRACTOR:** The sub-contractor works under the prime contractor's permit.

Must register and furnish copy of driver license and trade license (when applicable).

\*Plumber, \*Electrician, \*Mechanical, \*Irrigation, Well Driller, \*Framer, Concrete, Roofer, Gas

(If any of the sub-contractors marked with \* act independently or pulls a permit, they then become prime contractors.)