CITY OF RICHLAND

Contractor Registration & Verification Form

City record number: _____ Date received: _____

Purpose: ☐ Initial paid registration ($110) ☐ Paid renewal ($55) ☐ No-fee state trade verification

Business and contact information

Legal business name / DBA: _____

Contact person / title: _____

Business mailing address: _____

Phone: Email: _____

Trade / work performed: _____

Applicable state license number / licensing agency:
_____

Contractor classification

☐ General / residential / commercial builder ☐ Roofing ☐ Concrete / foundation
☐ Remodeling / framing / fencing / other: _____
☐ Plumbing (no registration fee) ☐ Electrical (no registration fee) ☐ HVAC (no registration fee)

Insurance and license verification

Insurer: Policy number:
_____

Type of coverage: Policy expiration:
_____

Certificate / verification attached? ☐ Yes ☐ No ☐ Not required for this trade
_____

State license verified by / date / source: _____

Provide insurance documentation or verification only to the extent authorized by applicable law. Plumbing insurance verification may be performed through the state plumbing board where required.

CITY OF RICHLAND • TEXAS

Contractor certification

I certify that the information provided is accurate and agree to comply with applicable City permitting and inspection requirements. This form does not grant a state professional license or replace a construction permit.

Signature / printed name: _____ Date: _____

FOR CITY USE ONLY

☐ Paid registration ☐ No-fee verification ☐ Additional information needed

Fee due: $_____ Paid: $_____ Receipt no.: _____

Verified by: _____ Verification date: _____

Insurance review due: _____ Next administrative review: _____

Notes / restrictions: _____