



**The City of Universal City**  
2150 Universal City Blvd  
Universal City, TX 78148  
Tel: 210-659-0333 Fax: 210-659-7062

[WWW.UniversalCityTexas.com](http://WWW.UniversalCityTexas.com)

## **GENERAL CONTRACTOR REGISTRATION**

Contractors should be advised that if the application for license on file with the City of Universal City is more than 5 years old, that a new application, to include new references, will be required at the time of renewal. The review of the new application, the verification of references, and the review of the criminal history search data may take up to 5 to 7 working days for processing by the Building Official. To expedite the review process, please ensure that all references include phone numbers and legible handwriting.

Thank you for working with the City as it updates files and works to ensure a safe and quality environment for its residents.

Attached is an application packet for application of contractor license for General Contractor. The following information is required:

- Completed Application
- Filing Fee of:                                   \$ 150.00 General Contractor (initial)       \$100 Renewal
- License and Permit Bond (this form will be provided by our office)
- Reference from one financial institution regarding business account. **A bank statement will not be accepted.** Use attached forms. **(Must be at within the last 5 years)**
- Reference from two suppliers who provide you with materials in reference to the service you perform as a contractor. Use attached forms. **(Must be at within the last 5 years)**
- Reference from two customers you have completed work for within the past three years and in relation to the type of license you are seeking. Use attached forms. **(Must be at within the last 5 years)**
- Copy of current driver's license for all applicants.
- Criminal History. Attach a copy of a recent criminal history search through the Texas Department of Public Safety (TXDPS) [<https://records.txdps.state.tx.us>] or the State in which your driver's license has been issued, **or any other means available for obtaining a recent STATE criminal history search** for each applicant, partner, or corporate officer for the general contracting business on whose behalf the application is submitted. Be advised that these entities charge a nominal fee for this service.

**A new Criminal History Search is required with each annual renewal of the General Contractor license.**

The required references, bond, criminal history search, and filing fee must be returned with your completed application package in order to process your request for license. Review and processing takes approximately 3-5 working days.

If you have any questions, please contact the Department of Development Services at (210) 659-0333, Ext 723.



**GENERAL CONTRACTOR REGISTRATION**

**CITY OF UNIVERSAL CITY, TEXAS**

I/We \_\_\_\_\_ wish to apply to the City of Universal City for a General Contractor license.

- 1. Is applicant an  individual  a partnership  Corporation
- 2. State full name, date of birth, driver's license number and State of the applicant, partners, or corporate officers.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Business Address \_\_\_\_\_  
City/State \_\_\_\_\_ Zip Code \_\_\_\_\_  
Business Phone \_\_\_\_\_ Fax # \_\_\_\_\_  
Cell Phone \_\_\_\_\_  
E-mail Address \_\_\_\_\_

- 3. If partnership or corporation, state the full name, address, date of birth, driver's license number and State of each partner or principal officer and a criminal records search for each:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

- 4. Type of business and type of work you perform \_\_\_\_\_
- 5. How long have you been in this type business? \_\_\_\_\_
- 6. If less than ten years, previous business or employment \_\_\_\_\_
- 7. How long in business under this present company name \_\_\_\_\_
- 8. If less than ten years, list previous company names

\_\_\_\_\_  
\_\_\_\_\_

- 9. List the names of those people whom you wish to authorize to obtain permits for your company

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

- 10. Have you or any member of this partnership or corporation been arrested within the last five years? \_\_\_\_\_ If yes, explain

\_\_\_\_\_  
\_\_\_\_\_

11. Have you or any member of this partnership or corporation ever been convicted of a violation of the International Building Code, International Residential Code, National Electric Code or any code of the City of Universal City? \_\_\_\_\_ If yes, explain

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

12. References: Form letters are attached for the required references. Only these forms will be accepted and must be submitted with your application. Do not provide a list of references. References must include one financial reference where you have established a business account, two suppliers that you have established business relations with and two customers that you have done work for within the past five years in reference to the type of license you are applying for.

**STATE OF TEXAS**

**COUNTY OF BEXAR**

BEFORE ME, the undersigned authority on this day personally appeared \_\_\_\_\_ known to me to be the person whose name is signed to the foregoing application and, duly sworn to be, states under oath that he/she has read said application and that all of the facts therein and all attachments hereto are true and correct and that he/she is qualified by either training or experience to conduct the aforementioned business.

\_\_\_\_\_  
Applicant

SWORN to before me this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_\_.

\_\_\_\_\_  
Notary Public, State of Texas  
My Commission Expires: \_\_\_\_\_

\*\*\*\*\*

**FOR OFFICE USE ONLY**

Date Application Received \_\_\_\_\_ Fee Paid \$\_\_\_\_\_ Cash or Check

UC Contractor License Number \_\_\_\_\_ Date Issued \_\_\_\_\_

Building Official Signature: \_\_\_\_\_

Comments

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

ATTN: Development Services Department

Date \_\_\_\_\_

**ONE FINANCIAL REFERENCE**

Name of Contractor Requesting Reference

\_\_\_\_\_

Your financial institution was given as a reference by the Contractor applicant as stated above who is applying for a contractor's license with the City of Universal City.

Our office is not interested in the degree of financial affluence of the applicant, but we are interested to know how long the applicant has done business with your institution and whether he/she manages finances and/or accounts with your institution in a responsible manner.

Please respond accordingly below:

Date Account opened: \_\_\_\_\_

Status of account \_\_\_\_\_

Does applicant maintain his/her account in a responsible manner: \_\_\_\_\_

Comments

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Signature of Financial Institution Representative

\_\_\_\_\_  
Name of Financial Institution

\_\_\_\_\_  
Address

\_\_\_\_\_  
Phone

**RETURN TO APPLICANT CONTRACTOR. DO NOT FORWARD TO THE CITY.**

The applicant will not be considered until all replies are returned and references are verified. Thank you for your cooperation.

ATTN: Development Services Department

Date \_\_\_\_\_

**TWO CUSTOMER REFERENCES**

Name of Contractor Requesting Reference \_\_\_\_\_

Your name was given as a reference by the Contractor applicant as stated above who is applying for a contractor's license with the City of Universal City.

In order to consider the applicant's request for a license we are interested to know of your experience with the contractor as one of his/her customers. Please answer the following questions:

How long have you known the applicant? \_\_\_\_\_

What type of work has the applicant done for you? \_\_\_\_\_

How long ago was the work performed? \_\_\_\_\_

Was the work performed and completed to your satisfaction? \_\_\_\_\_

Please comment on the applicant's overall character and workmanship ability and your experience as a customer

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Customer Name

\_\_\_\_\_  
Address

\_\_\_\_\_  
Phone

\_\_\_\_\_  
Customer Signature

**RETURN TO APPLICANT CONTRACTOR. DO NOT FORWARD TO THE CITY.**

The applicant will not be considered until all replies are returned and references are verified. Thank you for your cooperation.

ATTN: Development Services Department

Date \_\_\_\_\_

**TWO SUPPLIER REFERENCES**

Name of Contractor Requesting Reference \_\_\_\_\_

Your company was given as a reference by the Contractor applicant as stated above who is applying for a contractor's license with the City of Universal City.

In order to consider the applicant's request for a license we are interested to know of your experience with the contractor as one of his/her suppliers. Please answer the following questions:

Name of your company \_\_\_\_\_

What type of supplies do you provide? \_\_\_\_\_

How long has the applicant been a customer of your company? \_\_\_\_\_

Does the applicant currently maintain an account with your company? \_\_\_\_\_

Does the applicant manage his account with your company in a responsible manner?  
\_\_\_\_\_

Please provide additional comments on your experience and professional relationship with the applicant:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Name of Supplier Representative

\_\_\_\_\_  
Address

\_\_\_\_\_  
Phone

\_\_\_\_\_  
Representative Signature

**RETURN TO APPLICANT CONTRACTOR. DO NOT FORWARD TO THE CITY.**

The applicant will not be considered until all replies are returned and references are verified. Thank you for your cooperation.