



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

WWW.UniversalCityTexas.com

CONTRACTOR REGISTRATION

Contractors performing work within the City of Universal City that requires a building permit, shall register with the City prior to the issuance of the building permit, in accordance with the requirements identified in Table 1: Contractor Registration Requirements (see Page 2).

For building permitting purposes, the City shall recognize the following three (3) general contractor types:

- (a) **General Contractor** – a person or business entity that contracts to be in charge of a commercial building project and/or new residential building project, involving the use of subcontractors, and has a minimum of five (5) years of provable experience as a commercial contractor; documentation may need to be submitted, as determined by the Building Official or the Development Services Director.
- (b) **Home Improvement Contractor** – a person or business entity that contracts to be in charge of a residential (single and two-family dwellings only) remodel building project, involving the use of subcontractors, and has a minimum of five (5) years of provable experience as a residential contractor; documentation may need to be submitted, as determined by the Building Official or the Development Services Director.
- (c) **Limited General Contractor** – a person or business entity with special qualifications, as determined by the Building Official or Development Services Director, that contracts to be in charge of a specific part of a commercial or residential building project, either a new or remodel project. Note this is a rare contractor registration that is not regularly issued.

The review of a new application may take up to 5 to 7 working days for processing by the Building Official. Contractors should be advised that if the application for license on file with the City of Universal City is more than 5 years old, then a new application will be required at the time of renewal.

Attached is an application packet for General Contractor, Home Improvement Contractor and Limited General Contractor. Note the following information is required:

- Completed Application
- Filing Fee of: \$ 150.00 Contractor (initial) \$100 Renewal
- Copy of current driver's license for all applicants.
- License and Permit Bond/Certificate of Insurance, as applicable (bond form provided by our office).
- Liability release, as applicable for Limited General Contractors.
- Criminal History. Attach a copy of a recent criminal history search through the Texas Department of Public Safety (TXDPS) [publicsite.dps.texas.gov/dpswebsite/criminalhistory/] or the State in which your driver's license has been issued 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.

Table 1: Contractor Registration Requirements

	Home Improvement Contractor	General Contractor	Limited General Contractor	Mechanical Contractor	Plumber	Electrician	Water Treatment / Irrigation Specialists	Electrical Sign Contractor
Application	X	X	X	X	X	X	X	X
Driver's License	X	X	X	X	X	X	X	X
Texas State License (non-TCEQ)				X	X	X		X
TCEQ License							X	
Criminal History	X	X	X					
Surety Bond	X	X			X		X	
Certificate of Insurance	X	X		X	X	X		X
Liability Release (Hold Harmless)			X					

Notes:

1. **X** indicates information/document required
2. Water Treatment Specialists/Irrigation Specialists are limited to installing backflow devices, water softeners, and irrigation systems, as indicated by their state license.
3. Criminal History – A copy of a complete criminal history search provided by the Texas Department of Public Safety or the State in which the applicant's driver's license was issued. Criminal history search results cannot be more than one-month old from the date of contractor application submittal. A criminal history search is required for each applicant, partner, or corporate officer for the contracting business.
4. Certificate of Insurance with Universal City named as the Certificate Holder and a minimum of \$300,000 General Liability or higher amount if required by the State of Texas for that particular contractor type.
5. Surety Bond in the amount of \$5,000 using the City's Bond form.
6. Plumbers can provide either a Certificate of Insurance or a Surety Bond.
7. Liability Release using the City's release form.
8. Contractor registration is valid for one year and can be renewed annually.

Thank you for working with the City as it updates files and works to ensure a safe and quality environment for our residents. If you have any questions, please contact the Department of Development Services at (210) 659-0333, Ext 723.

Michael Cassata
Development Services Director

Revised 07/21/2021

APPLICATION FOR CONTRACTOR REGISTRATION

CITY OF UNIVERSAL CITY, TEXAS

I/We _____ wish to apply to the City of Universal City for a license as a :

[] General Contractor [] Home Improvement Contractor [] Limited General Contractor

1. Applicant is: an individual a partnership a 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 five years, previous business or employment _____

7. How long in business under this present company name _____

8. If less than five 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 even been arrested or convicted of a felony or misdemeanor involving moral turpitude? _____ 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

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

**HOLD HARMLESS AGREEMENT
FOR CITY OF UNIVERSAL CITY**

LIMITED GENERAL CONTRACTOR

By accepting the issuance of a CITY OF UNIVERSAL CITY LIMITED GENERAL CONTRACTOR REGISTRATION, the undersigned REGISTRANT hereby agrees to defend, indemnify and hold harmless the CITY OF UNIVERSAL CITY, its officers, and employees, against any and all claims, lawsuits, causes of action, judgments, or other liability, arising from injury to person or property, sustained by any person, association, partnership, corporation, or other entity, arising directly or indirectly from the acts or neglect of the REGISTRANT, its officers, agents, employees, or members, participants, guests, invitees, or persons under the control of the REGISTRANT.

At its own expense, the REGISTRANT shall indemnify, defend and hold harmless in any and all causes of action, lawsuits or claims brought against the CITY OF UNIVERSAL CITY, its officers or employees.

Name of Registrant

Name of Signer

Title (if registrant isn't an individual)

Mailing address (city, state, zip)

Telephone number

Signature

Date

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: _____

CONTRACTOR BOND
for Universal City, Texas

STATE OF TEXAS
COUNTY OF BEXAR

BOND NO _____

KNOW ALL MEN BY THESE PRESENTS:

That we, _____, as principal, and _____ as Surety, are held and firmly bound unto the City of Universal City, in the sum of FIVE THOUSAND (\$5,000.00) DOLLARS for the payment of which to be well and truly made unto the said City of Universal City and any person who is a beneficiary under Ordinance 226, Section 3-3-50 (codified), City of Universal City Ordinances we bond ourselves, our heirs, executors and administrators, successors and assigns, jointly and severally, firmly by these presents.

Conditioned that the above bounden _____ will duly observe the regulations and specifications of all ordinances regulating and referring to the manner of repair, replacement, remodeling including paint, alteration, conversion, modernization, or addition to any existing building or new construction, or any portion thereof, either residential or commercial, private or public; and will observe all the health sanitation, safety ordinance and Building Codes and Ordinances of the City of Universal City, and will pay all fines imposed by the City for violation of any of said ordinances and also conditioned that the above bounden _____ will indemnify and save harmless the City and any one claiming benefit under Ordinance 226, Section 3-3-50 (codified), for six (6) months after the work is done in regard to any cost consequent upon any act or negligence of himself or any of his employees in doing said work, or in the City in repairing same if same has to be repaired and to indemnify and hold harmless the City from any liability or damage occurring to persons or property by reason of neglect of any of the aforesaid ordinances or any defect in said work at any time appearing in the inspection and passing of the work by city authorities shall not in any way particular be deemed a waiver of any condition herein.

Now if the said _____ shall well and truly observe the said regulations and specifications and pay all fines imposed upon him by said City for violation of said ordinances, then this obligation shall be null and void, otherwise to remain in full force and effect.

This bond and obligation shall continue in full force and effect from the date of its approval by the Building Department of the City of Universal City until the ____ day of _____, 20____(Date of Expiration) and shall be subject to successive recoveries within the sum above limited. This bond is for the benefit of the City of Universal City and anyone claiming benefit under Ordinance 226, Section 3-3-50 (codified), and any person claiming under said Ordinance may make claim directly against the principal and surety without repairing the same if such repairs are necessary.

WITNESS our hands and the seal of any corporation subscribed hereto, at Universal City, Texas, this _____ day of _____, 20 _____. (Date of Execution)

PRINCIPAL: _____

APPROVED: _____

SURETY: _____

DATE: _____, 20_____

BY: _____

ATTORNEY-IN-FACT

BY: _____
CITY DEV. SERVICES DEPARTMENT

NAME OF INSURANCE AGENT

ADDRESS: _____

PHONE: _____