



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

WWW.UniversalCityTexas.com

HOME IMPROVEMENT 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 Home Improvement 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 was 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 Home Improvement 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.

HOME IMPROVEMENT CONTRACTOR REGISTRATION

CITY OF UNIVERSAL CITY, TEXAS

I/We _____ wish to apply to the City of Universal City for a Home Improvement 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. 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. 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

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