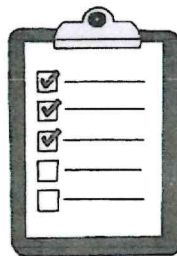


**CITY OF BURKBURNETT**

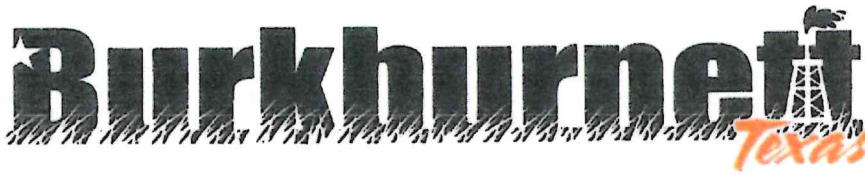
**CONTRACTOR  
REGISTRATION  
PERMIT PACKET**



**SUBMIT ALL APPLICATIONS AT**

**OFFICE OF COMMUNITY DEVELOPMENT  
501 SHEPPARD ROAD  
BURKBURNETT, TX 76354**

**Burkburnett**



## **Contractor Registration Requirements, Fees & Inspections**

1. Notarized and completed contractor registration application. Please note: an email address is required, or application will **NOT** be accepted.
2. Please provide a copy of the valid state trade license and valid driver's license or state picture identification.
3. Proof of general liability insurance meeting minimum State of Texas requirements. Please provide a Certificate of Insurance: Certificate holder should be made out to the City of Burk Burnett, 501 Sheppard Rd., Burk Burnett, TX 76354.
4. Renewal of registration is required within thirty (30) days of expiration.
5. Contractor registration will expire on the same date as your insurance expiration date.
6. Permits will not be issued and/or inspections will not be conducted if registration with the City of Burk Burnett is not current.
7. Subject to a criminal history search provided by the Texas Department of Public Safety or the state in which the applicant's driver's license was issued.
8. Copies of all licenses and certifications.

### **Fees**

1. No registration fee or other city requirements for trades regulated by the State of Texas.
2. All other contractors will pay a \$25 registration fee.

### **Inspections**

For next business day inspections, please request inspection through email from a building official or by phone to the Building Official by 3:00 p.m. Same-day inspections can be requested but may be limited due to the inspector's daily schedule.



## **Current Codes for the City of Burkburnett:**

### **Minimum Required Standards**

The following codes are hereby adopted in their 2015 editions by reference as though they were copied herein fully:

Subchapter A, Chapter 214, Texas Local Government Code

International Codes

International Building Code (IBC)

International Energy Conservation Code (IECC)

International Fire Codes with Amendments (IFC)

International Fuel Gas Code (IFGC)

International Property Maintenance Code (IPMC)

International Plumbing Code (IPC)

International Mechanical Code (IMC)

International Residential One/Two Family Dwellings

Electrical Code Administrative Provision

The following codes are hereby adopted in their 2018 editions by reference as though they were copied herein fully

International Existing Building Code Adopted With Amendments (IEBC).

# CONTRACTOR REGISTRATION AFFIDAVIT

Instructions: If the contractor is not appearing in person to register, then the contractor must sign the APPLICATION FOR CONTRACTOR REGISTRATION before a notary and have this affidavit presented with the APPLICATION FOR CONTRACTOR REGISTRATION.

State of Texas §

County of Wichita §

Before me, \_\_\_\_\_ (notary), on this day personally appeared  
\_\_\_\_\_ (name of contractor), known to me to be the person whose  
name is subscribed to the foregoing City of Burkburnett Application for Contractor Registration and  
acknowledged to me that he/she executed the same for the purposes and consideration therein  
expressed.

Given under my hand and seal of office this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_.

\_\_\_\_\_  
Notary Public  
{Notary Public Stamp}

Date: \_\_\_\_\_



Contractor No: (Office Use Only)

City of Burkburnett

## APPLICATION FOR CONTRACTOR REGISTRATION

PLEASE SELECT ONE OF THE FOLLOWING:

☐ NEW CONTRACTOR ☐ CONTRACTOR RENEWAL (Contractor Number: \_\_\_\_\_)

PLEASE CHOOSE WHICH OF THE FOLLOWING YOU ARE REGISTERING FOR. SELECT ALL THAT APPLY:

**State Regulated Trades**

☐ Electrical ☐ Mechanical  
☐ Plumbing ☐ Fire Sprinkler  
☐ Irrigation  
Other: \_\_\_\_\_

**Contractors**

☐ Demolition ☐ Pool  
☐ Roofing ☐ Sign  
☐ Building ☐ Moving  
Other: \_\_\_\_\_

**APPLICANT'S INFORMATION** (Note: If applicant is same as contractor, leave this part blank. If applicant is not contractor, contractor's affidavit required)

APPLICANT'S NAME

EMAIL ADDRESS

ADDRESS

CITY

STATE

ZIP CODE

PHONE NO.

FAX NO.

ALTERNATE PHONE NO.

**CONTRACTOR'S RESPONSIBLE PARTY INFORMATION** (Note: This individual is deemed the responsible party having sole authority in all matters concerning the business, including registration renewals and the assignment and removal of agents)

CONTRACTOR'S NAME (INDIVIDUAL)

EMAIL ADDRESS

ADDRESS

CITY

STATE

ZIP CODE

PHONE NO.

FAX NO.

ALTERNATE PHONE NO.

**CONTRACTOR'S COMPANY INFORMATION**

COMPANY NAME

EMAIL ADDRESS

BUSINESS ADDRESS

CITY

STATE

ZIP CODE

BUSINESS PHONE NO.

BUSINESS FAX NO.

LICENSE NUMBER

### ANNUAL REGISTRATION OR RENEWAL IS REQUIRED

I HAVE CAREFULLY READ THE COMPLETED APPLICATION AND KNOW THE SAME IS TRUE AND CORRECT AND HEREBY AGREE THAT ALL PROVISIONS OF THE CITY ORDINANCES AND STATE LAWS WILL BE COMPLIED WITH WHETHER HEREIN SPECIFIED OR NOT. I UNDERSTAND THAT FAILURE TO COMPLY WILL RESULT IN MY CONTRACTOR REGISTRATION BEING SUSPENDED OR REVOKED IN ACCORDANCE WITH CHAPTER 150, SUBSECTION 150.20, CITY OF BURKBURNETT CODE OF ORDINANCES.

APPLICANT'S SIGNATURE

DATE

## MEMBER ASSIGNMENT TO CONTRACTOR'S REGISTRATION

Instructions: This page to be completed only by the contractor's responsible party and executed by the individual contractor's named on the registration application to add and/or delete members of the business. Members have the right to apply for permits, pay for permits, cancel permits, reassign permits, request inspections, and pay fees on behalf of the named contractor. Members may not renew registrations or add/or remove members. Members may only be added and/or removed in writing by the named responsible party.

### LIST ALL COMPANY PERSONNEL AUTHORIZED BY YOU TO SIGN PERMIT APPLICATIONS FOR YOUR COMPANY.

COMPANY NAME	CONTRACT NUMBER: _____
RESPONSIBLE CONTRACTOR'S NAME	
COMPANY STAFF MEMBER	
COMPANY STAFF MEMBER	
COMPANY STAFF MEMBER	
COMPANY STAFF MEMBER	
COMPANY STAFF MEMBER	
COMPANY STAFF MEMBER	
COMPANY STAFF MEMBER	

### LIST THE FOLLOWING COMPANY PERSONNEL TO BE REMOVED AS MEMBERS FROM YOUR COMPANY:

REMOVE STAFF MEMBER	
REMOVE STAFF MEMBER	
REMOVE STAFF MEMBER	
REMOVE STAFF MEMBER	
REMOVE STAFF MEMBER	
REMOVE STAFF MEMBER	
REMOVE STAFF MEMBER	

By signing below, I acknowledge that I have received and read City Ordinance #1052.

\_\_\_\_\_  
RESPONSIBLE CONTRACTOR'S SIGNATURE

\_\_\_\_\_  
DATE





### Consent for Criminal History Check

Each applicant gives permission to the City of Burkburnett to perform an initial criminal history check and periodic checks thereafter. Contractors must immediately report criminal charges, indictments or convictions to the City of Burkburnett. All names ever used by the applicant must be disclosed.

I, \_\_\_\_\_ authorize the City of Burkburnett to request a criminal history check on me to serve as a contractor working within the City of Burkburnett.

List every name ever used:		
Email address:	Area Code and Phone Number:	
Address (Street, City and Zip Code and cannot include P.O. Box)		
List any prior convictions with the approximate date:		
List any pending legal charges:		
Current or previous license or certification:		
Date of Birth:	Driver's License No.:	Social Security No. (Required by a non-Texas ID):
I certify the information listed above is correct.		
_____ Applicant's Printed Name	_____ Applicant's Signature	_____ Date

### To Be Completed by the City of Burkburnett

I have examined the government issued ID of this applicant and verify the above information is correct.

_____ Human Resource Department	_____ Date
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## ORDINANCE NUMBER 1052

### **AN ORDINANCE OF THE BOARD OF COMMISSIONERS OF THE CITY OF BURKBURNETT, TEXAS, AMENDING THE CODE OF ORDINANCES BY AMENDING SECTION 150 BUILDING REGULATIONS ALLOWING FOR CONTRACTOR REGISTRATION; PROVIDING A REPEAL CLAUSE; PROVIDING A SEVERABILITY CLAUSE; AND PROVIDING AN EFFECTIVE DATE.**

**WHEREAS**, the Board of Commissioners of the City of Burkburnett finds that it is in the best interest of the citizens of Burkburnett to revise and update the Code of Ordinances Section 150 Building Regulations by adding Section 150.03 Contractor Registration ;

**NOW, THEREFORE, BE IT ORDAINED BY THE BOARD OF COMMISSIONERS OF THE CITY OF BURKBURNETT, TEXAS, THAT:**

#### **Part 1. Enacted.**

THAT the City of Burkburnett Code of Ordinances Section 150 by adding subsection 150.03 is hereby amended and shall read as follows:

#### **Section 150.03. Contractor Registration**

##### **Section 150.03.01 Definitions**

The following terms shall have their respective meanings to them:

1. *"Contractor"* means person, company, firm, or corporation that contracts to perform work in the City of Burkburnett, Texas, including new or modification of existing construction, or any portion thereof, either residential or commercial, private or public, which shall include all recognized disciplines of the construction industry and shall abide by those definitions, regulations, and guidelines adopted by the City of Burkburnett, Texas, and those amendments thereof.
2. *"Improve"* means to:
  - a. build, construct, effect, erect, alter, repair, or demolish any improvement on, connected with, or beneath the surface of real property;
  - b. excavate, clear, grade, fill, or landscape real property;
  - c. construct a driveway or roadway;
  - d. furnish any material, including trees or shrubbery, for the purpose of taking any action described by Paragraphs (A)-(C) of this subdivision
  - e. perform any labor on or in connection with an improvement.
3. *"Improvement"* includes all or any part of:
  - a. A building, structure, erection, alteration, demolition, or excavation on, connected with, or beneath the surface of real property; and
  - b. The act of clearing, grading, filling, or landscaping real property, including constructing a driveway or roadway or furnishing trees or shrubbery.



4. "Owner" means a person or entity, other than a governmental entity, with an interest in real property that is improved, for whom an improvement is made, and who ordered the improvement to be made.
5. "Real property" includes lands, leaseholds, tenements, hereditaments, and improvements placed on the real property.
6. "Subcontractor" means a person who contracts to furnish labor or material to, or has performed labor or supplied materials for, a contractor or another subcontractor in connection with a contract to improve real property.
7. "Registrant": A person authorized to engage in the home improvement business or the sale of home improvement services under the provisions of this article.
8. "Owner": Any homeowner, tenant or any other person who orders, contracts for, or purchases the home improvement services of a contractor, or the person entitled to the performance of the work of a contractor.
9. "Salesperson": Any natural person, not otherwise a licensee, who:
  - a) Negotiates or offers to negotiate a home improvement contract with an owner; or
  - b) Solicits or otherwise endeavors to procure by any means whatsoever, directly or indirectly, a home improvement contract from an owner.
10. "Registered Business Office": A place equipped with a telephone designated by a licensee as the address to which all correspondence and notices shall be sent.

#### **Section 150.03.02 Powers and duties of City Manager and/or Designee**

In addition to the powers and duties elsewhere prescribed in this article, the Department of Community Development shall have the power and duty to keep all records of registrations applied for, issued, refused, and canceled. Such records shall be open to the public for inspection during regular business hours. The City Manager and/or his/her designee shall further have the power and duty to recommend for adoption, amendment, or repeal to the Board of Commissioners such rules and regulations not inconsistent with the provisions of this article as may be necessary for the proper administration and enforcement hereof.

#### **Section 150.03.03 Contractor Registration**

It shall be unlawful for any person to maintain, own, or operate a commercial or residential contracting business, or act as a salesperson unless registration with the City is first obtained as provided herein.

- (a) Requirements. No building permit or excavation of land shall be issued to a contractor (as defined herein) or person for work to be performed unless such building contractor or person is registered with the City of Burkburnett Department of Community Development in accordance with the following provisions:
  1. Application. Licensing as a contractor shall be made upon forms provided by the Department of Community Development, and the applicant shall submit all information requested.

2. Fee. The annual registration fee is established in the Code of Ordinance Chapter 156: Land Usage Fee Schedule. No registration fee is required for trade types that are regulated by Texas Department of Licensing and Regulation.
3. Contractor Registration Renewal. Registration renewal is required annually to obtain a building, or trade permit or to continue to work on properties with valid permits.
4. Trade Types. For building permitting purposes, the City shall recognize the following (5) trades:
  - a. Mechanical
  - b. Plumbing
  - c. Electrical
  - d. Water Treatment/Irrigation Specialist
  - e. Electrical Sign Contractor
5. Registration Requirements.

Contractors performing work within the City that requires a building permit shall register with the City before the building permit issuance by the requirements identified in the following table (X indicates information/document required).

  - a. Completed application with the applicable fee.
  - b. 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 every two years. Criminal history search results cannot be more than one (1) 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.
  - c. Certificate of Insurance with the City of Burkburnett named as the certificate holder and a minimum of three hundred thousand dollars (\$300,000) general liability for claims for property damage, or bodily injury regardless of whether the claim arises from negligence or on a contract claim, or a higher amount if required by the State of Texas for that contractor type. The insurance shall run concurrently with the term of registration.
  - d. Plumbers can provide either a Certificate of Insurance or a Surety Bond.
  - e. Liability release using the City's release form.
  - f. Contractor registration is valid for one (1) year and can be renewed annually.

REGISTRATION DOCUMENT REQUIREMENTS								
	Home Improvement Contractor	General Contractor	Limited General Contractor	Mechanical Contractor	Plumbing Contractor	Electrical Contractor	Water Treatment /Irrigation Specialist	Electrical Sign Contractor
Application	X	X	X	X	X	X	X	X
Government Issued ID	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					
Certificate of Insurance	X	X	X	X	X	X	X	X
Affidavit of Employees	X	X	X	X	X	X	X	X

6. Revocation or Denial of Contractors License. Licenses may be revoked or rejected by the City Manager or his designee for the following reasons:
  - a. Failure to obtain and keep in effect the required bond or insurance.
  - b. Failure to fully complete the license form.
  - c. Failure to maintain a physical office address and telephone in existence.
  - d. Failure to obtain a valid permit before commencing work.
  - e. Failure to pay any required fees.
  - f. Refusal to correct any code violation after notice; or
  - g. Failure to obtain a permit before commencement of any work required to be permitted.
  - h. Continuous or repeated violation of this code.
  - i. Conviction of registrant or any proprietor, partner, or corporate officer thereof of a felony or misdemeanor involving moral turpitude or violence.
  - j. Failure to keep a valid bond or insurance in force will terminate a license and invalidate active permits. Should the bond or insurance expire, all fees and required forms must be submitted and fees paid for the contractor license renewal and permit re-issuance.
  
7. Homestead Exemptions for Work by Homeowner of Owner Residence. No license is required for a permit for a residential structure that will be issued to the homeowner who occupies the property as his/her permanent residence or is constructing a new permanent residence and acts as the general contractor for the work performed. This provision can only be used once every two years (except if the permit is issued for the same address). Any subcontractor who performs work on the subject residence must meet all city and state licensing requirements.

8. Issuance of Permits.

- a. No permit shall be issued for commercial construction unless the applicant is licensed or is otherwise exempt under this section.
  - b. No commercial construction work requiring a building permit shall be performed by any building contractor, owner, or any person without having first obtained a building permit from the City. When any contractor, owner, or any person fails to obtain a permit for a job before commencing work on such job, such person is subject to a fine and/or revocation of their City of Burkburnett Contractors Registration.
9. Maintenance Work. An owner or maintenance worker as defined in this section shall be exempt from licensing requirements of this section if the work to be performed is listed below in this subsection. The work may be required to be permitted.
- a. Electrical Maintenance Work. Includes repairing, maintaining, and replacing existing electrical apparatus, lighting fixtures, plugs and switches. Electrical maintenance work does not include changing of electrical service and the installation of new breaker panels or wiring. Anyone who erects, builds or installs electrical (work) not already in existence may not be classified as an electrical maintenance worker. Such a maintenance person shall not engage in electrical work with the public.

**150.03.04 Eligibility for Building Permit**

- (a) Persons eligible to apply for and receive approved building permits for new construction, repairs, or renovations are only those who qualify under one (1) or more of the following criteria:
1. The subject is a qualifying homestead property and certifies that the structure to be built or on which the repairs or renovations are to be performed is the single-family residential structure in which he/she personally resides.
  2. A contractor who is properly licensed and insured according to the minimum requirements of this chapter can do construction work as a "contractor" within the City.

**Part 2. Severability**

The provisions and sections of this Ordinance shall be deemed to be independent, and the invalidity of any portion of this Ordinance shall not affect the validity of the remainder.

**Part 3. Repeal of Conflicting Ordinances**

All ordinances or part of ordinances in conflict herewith are hereby repealed to the extent of the conflict with this Ordinance.

**Part 4. Publication**

The City Clerk is authorized and directed to publish the caption and penalty prescribed by this Ordinance in accordance with State Law.

**Part 5. Effective Date**

This Ordinance shall be in force and effect from and after its publication.

**PASSED AND APPROVED THIS 18<sup>TH</sup> DAY OF DECEMBER 2023.**

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Lori Kemp, Mayor

**ATTEST:**

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Margie Poole, City Clerk