



# City of Lago Vista Contractor Registration Form

5803 Thunderbird St Lago Vista, Texas 78645 Telephone (512) 267-5259

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

☐ New Registration

☐ Renewal

☐ Change/Update

## **General Classification – Fee Required** Annual Fee (pro-rated by month for initial registration)

☐ General Contractor / Builder: Commercial and Multifamily \$240.00

☐ Residential Contractor / Builder: Single-family or Two-family Residential \$240.00

☐ Demolition / Home-Moving Contractor \$240.00

☐ Home Improvement Contractor (including accessory buildings less than 120 square feet in area, paving not within a public right-of-way, decks, and fences): \$120.00

☐ Tree Removal Contractor \$120.00

## **Specialty Contractor Classification – Fee Exempt**

☐ Mechanical (HVAC) Contractor

☐ Water Well Driller

☐ Electrical Contractor

☐ Sanitarian (on-site septic systems)

☐ Plumbing Contractor

☐ Swimming Pool / Spa Contractor

☐ Plumbing – Gas Installer

☐ Other: \_\_\_\_\_

Current License # \_\_\_\_\_ Expiration Date: \_\_\_\_\_

Business Name: \_\_\_\_\_ Business Phone: ( ) \_\_\_\_\_

Business Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_

Zip Code: \_\_\_\_\_ Email: \_\_\_\_\_

Applicant Name: \_\_\_\_\_ Phone: ( ) \_\_\_\_\_

Home Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_

Zip Code: \_\_\_\_\_ Email: \_\_\_\_\_

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

## **Required Documents**

- ☐ Indemnity Bond or Security Bond, see page 3,(iv).
- ☐ A valid Certificate of Liability Insurance listing the City of Lago Vista as Certificate Holder.
- ☐ The Applicant shall also include a disclosure of all adverse judgments against the applicant or any entity with common ownership regarding a construction project or construction contract

**Upon approval of the application, the fee prescribed in Appendix A, Fee Schedule, must be received before a permit may be issued to that registered contractor. We request a copy of the applicant's driver license for our convenience.**

## **Insurance Requirements**

All contractor registration classifications shall provide insurance coverage as described below to maintain an active registration in good standing with the City of Lago Vista.

- (A) The initial application form and all renewal forms shall include the name of the insurance carrier issuing required coverage or fiscal security, the policy number, and the name, address, and telephone number of the insurance agency through which the coverage was secured. Thereafter, a contractor with an active registration in good standing must continuously maintain on file with the Development Services Department **a certificate of coverage addressed to and listing the City of Lago Vista as a certificate holder.**

**City of Lago Vista  
5803 Thunderbird Street  
Lago Vista, Texas 78645**

- (B) The certificate shall be issued by a company authorized to provide insurance coverage or fiscal security in the State of Texas and in a form approved by the City Attorney. The certificate shall include a provision for a minimum ten-day written notice formally served upon the City of Lago Vista prior to any cancellation, non-renewal, or any other termination of coverage. Following termination of coverage, all work shall stop until proof of insurance is provided to the City.

- (C) Minimum Coverage.

- (i) General Liability (each occurrence). Combined property damage and bodily injury coverage:

- (1) Tree Removal Contractor - \$100,000.00
- (2) All other registration classifications (except Home Improvement Contractors and Irrigation Contractors that are exempt from this requirement) - \$300,000.00

- (ii) General Liability (aggregate). Combined property damage and bodily injury coverage limit:

- (1) Tree Removal Contractor - \$300,000.00
- (2) All other registration classifications (except Home Improvement Contractors and Irrigation Contractors that are exempt from this requirement) - \$500,000.00

(iii) Products and Completed Operations Coverage (aggregate). Combined third party property damage and bodily injury coverage limit:

(1) Tree Removal Contractor - \$100,000.00

(2) All other registration classifications (except Home Improvement Contractors and Irrigation Contractors that are exempt from this requirement) - \$500,000.00

(iv) Indemnity Bond or Security. A registered contractor in good standing with any current permit shall execute and deliver a good and sufficient bond of indemnity issued by a surety authorized to conduct business in the State of Texas or equivalent fiscal security, each as approved by the City Attorney. The amount of the security shall be no less than \$10,000.00 and promptly save, protect, compensate, and otherwise hold the City of Lago Vista harmless for any and all costs and expenses which might result, but not be limited to damages to streets, sidewalks, utilities, or other public property and cleanup required by Section 3.120 of this chapter by reason of carelessness or negligence in the performance of construction activity, or by reason of any defects caused from or arising from careless, negligent, or imperfect procedures, or any and all acts and omissions of the registered contractor, his agents, servants, or subcontractors.

**Please sign and date this application to acknowledge that you are familiar with the contractor registration requirements (Section 3.111 of Chapter 3 of the Lago Vista Code of Ordinances) and agree to comply with them pending completion of the process and approval.**

Print\_\_\_\_\_ Sign\_\_\_\_\_ Date\_\_\_\_\_

**Once completed please email all required documents to  
[buildingofficial@lagovistatexas.gov](mailto:buildingofficial@lagovistatexas.gov)  
We DO NOT accept incomplete applications.**