

# Contractor Registration Program



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Assistant Director, Building Official  
July 28, 2021

*Building a Better and Safer Austin Together*

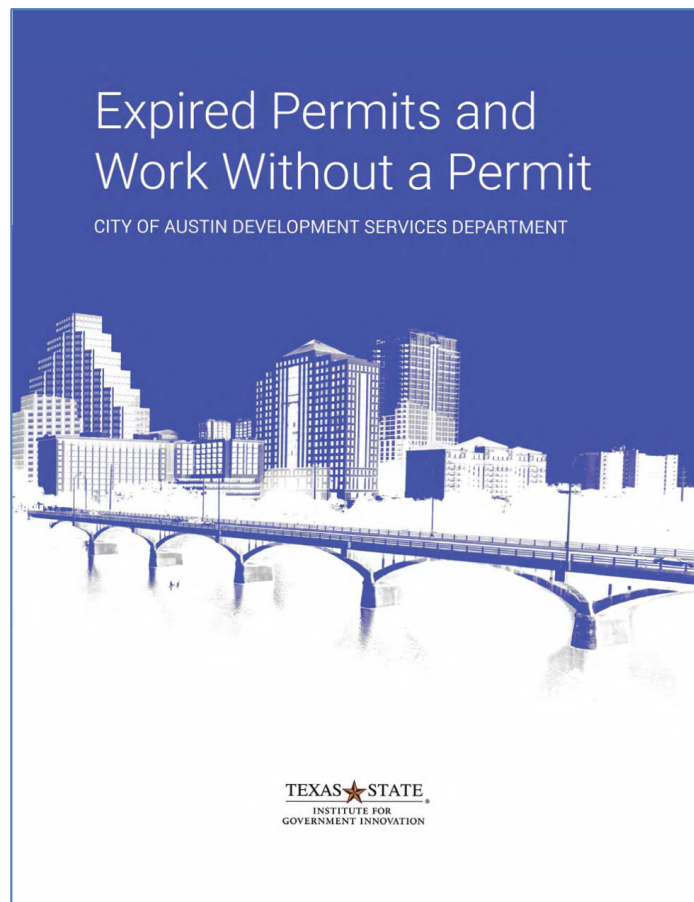
- **Welcome & Introductions**
- Historical Overview of Contractor Registration Program
- Expired Permits Data
- Examples of Registration Programs
- Stakeholder Engagement Plan
- Questions



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# Historical Overview of Contractor Registration Program



## Recommendation 12

Create a residential contractor registration program.

To ensure contractors are held accountable for all permits they have pulled – not only expired permits, IGI recommends developing a residential contractor licensing program. The license would require the payment of an annual fee and include an annual “performance review” of expired permits. If desired, DSD could also require all contractors doing work in Austin to have a background check and provide proof of insurance.

Both San Antonio and Dallas stop contractors from pulling permits if contractors fail to comply with permit and inspection requirements.



# Historical Overview of Contractor Registration Program

## Recommendation on Changes to the Demolition Process

Development Services Department  
Response to Council Resolution  
No. 20171214-066

October 18, 2018

## Demolition Licensing and Bonding Requirements (page 8)

During the stakeholder engagement process, both internal and external stakeholders expressed support for adopting a registration program for building and demolition contractors. While the focus of Council's resolution was primarily demolitions, there are equally compelling reasons for requiring contractor registration for new construction as well.



# Historical Overview of Contractor Registration Program

## RESOLUTION NO. 20201001-011

### BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF AUSTIN:

City Council initiates amendments to City Code Title 25 (*Land Development*) to establish a contractor registration program for building and demolition permitting consistent with the direction in this Resolution.

In developing proposed amendments, the City Manager is directed to consider incorporating:

- (a) requirements from Chapter 25-6, Article 5, Division 1 (*Construction License*), as deemed appropriate in the context of demolition permitting;
- (b) requirements for bonding and insurance;
- (c) metrics for determining whether the program promotes equitable outcomes and does not create a disproportionately negative impact on small businesses, women-owned businesses, or minority-owned businesses;
- (d) incentives or process advantages for contractors who remain in good standing with the registration program, such as a streamlined application review process;
- (e) exemptions from mandatory registration requirements based on the type or level of work being proposed, taking into consideration the likelihood of the health and safety concerns; and
- (f) exemptions from mandatory registration for individuals in a manner that considers equity and acknowledges the affordability pressures on both homeowners and tenants and on residents of both single-and multi-family structures.

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- d) incentives or process advantages for contractors who remain in good standing with the registration program, such as a streamlined application review process;
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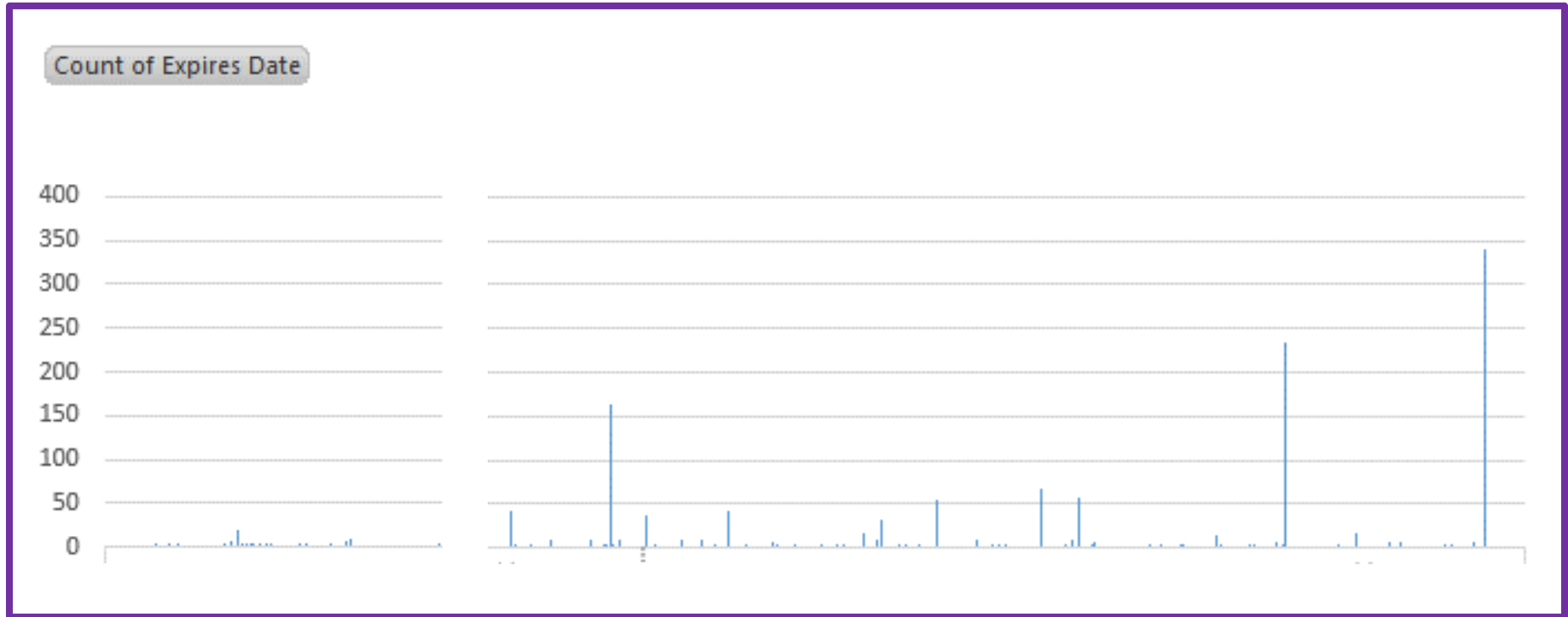
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## Expired Permits Data

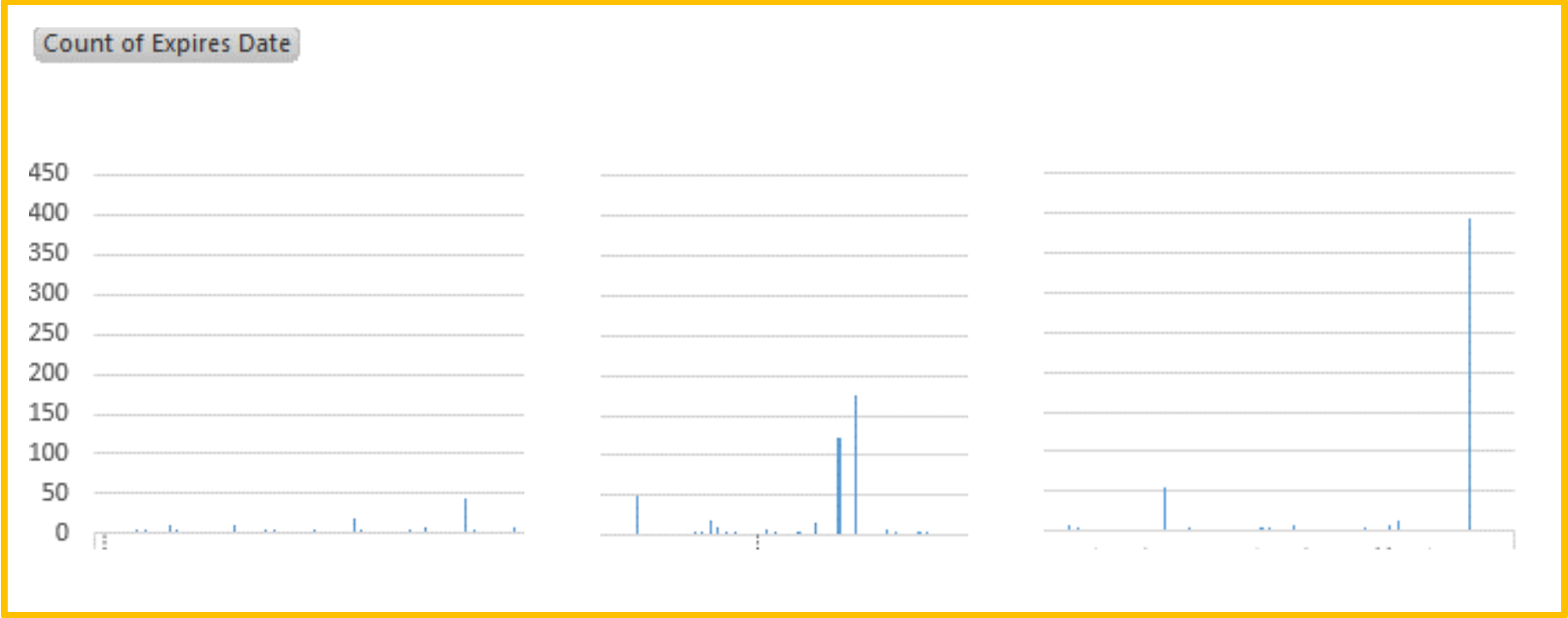
**Expired BUILDING Permits:**  
Dec. 16, 2019 – Dec. 15, 2020





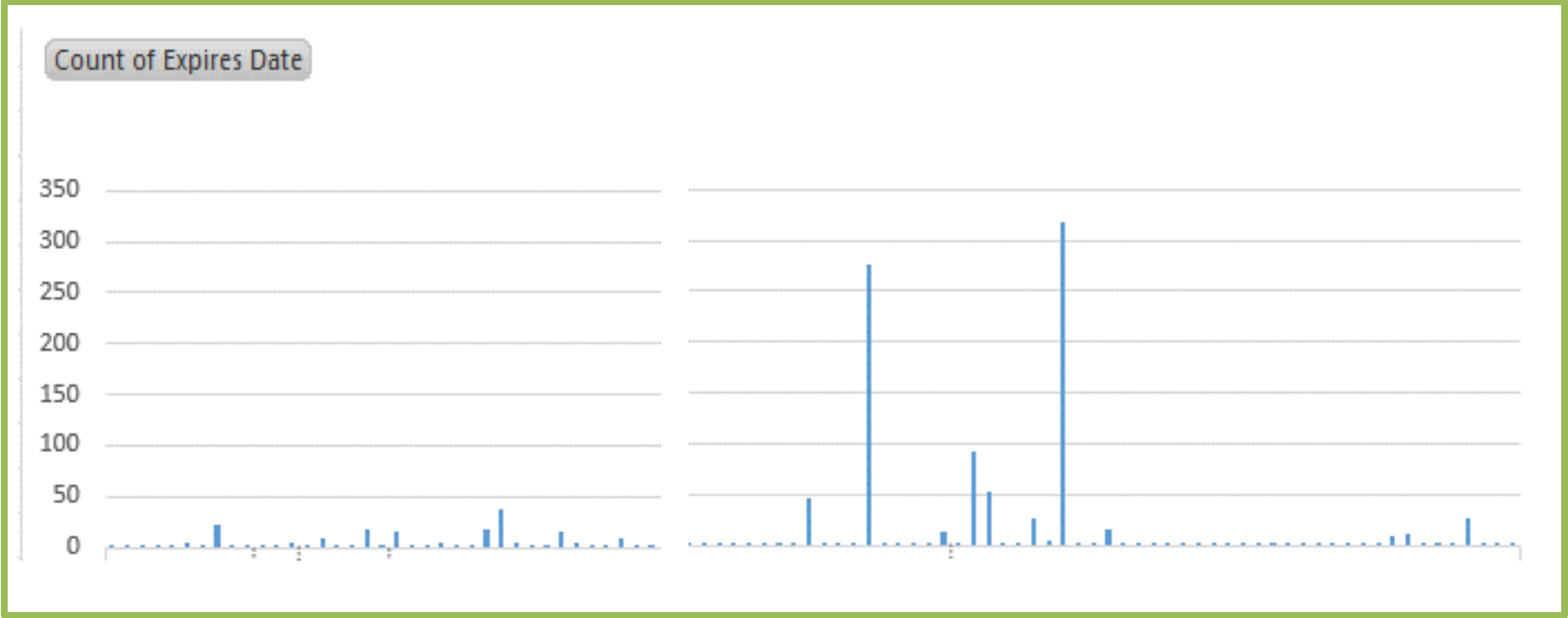
# Expired Permits Data

Expired **ELECTRICAL** Permits:  
Dec. 16, 2019 – Dec. 15, 2020



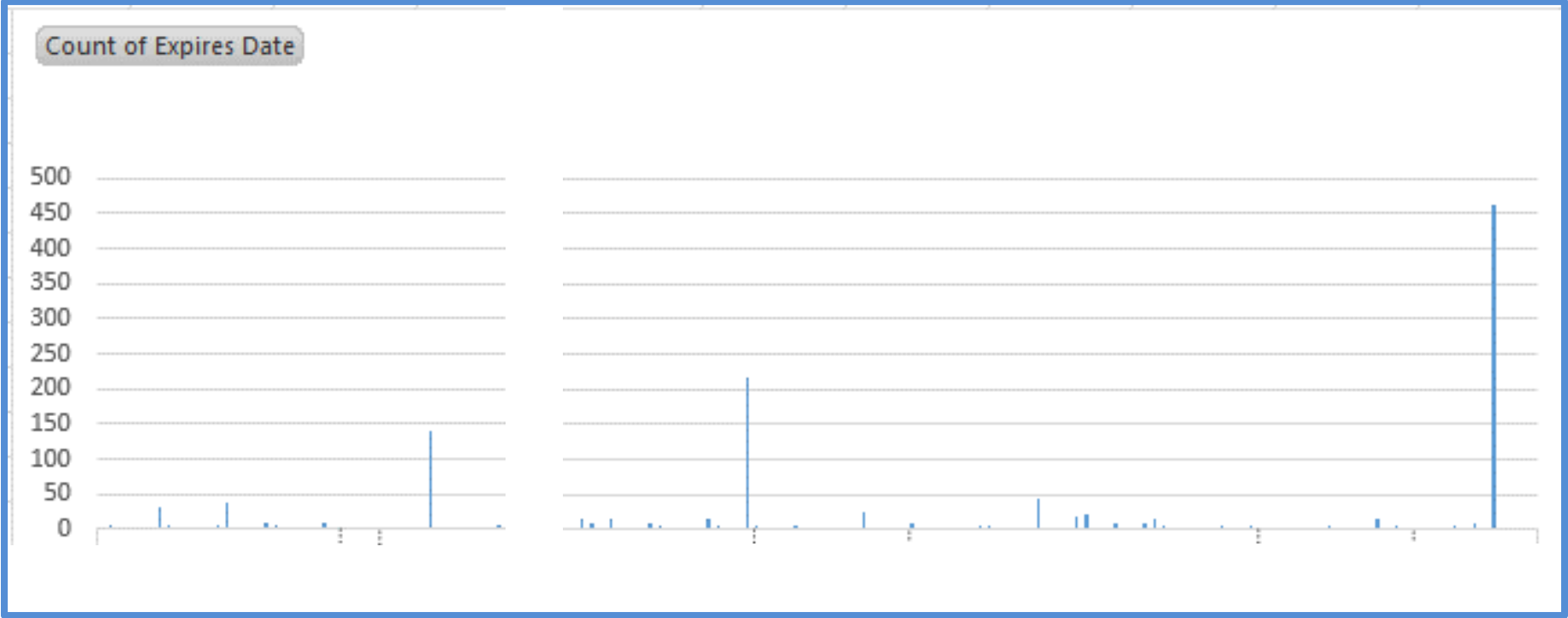
# Expired Permits Data

## Expired **MECHANICAL** Permits: Dec. 16, 2019 – Dec. 15, 2020



# Expired Permits Data

## Expired **PLUMBING** Permits: Dec. 16, 2019 – Dec. 15, 2020



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# Examples

## § 25-12-113 - LOCAL AMENDMENTS TO THE 2020 ELECTRICAL CODE - ADMINISTRATION AND ENFORCEMENT.

The following provisions are local amendments to the 2020 Electrical Code. Each provision of this section is a substitute for any identical provision in the 2020 Electrical Code or is an addition to the 2020 Electrical Code:

### **80.37 Registration.**

- (A) **Registration Required.** Before a person may perform or offer to perform electrical contracting services within the City, the person must register with the City.
- (B) **Eligibility Requirements.** A person is eligible to register with the City if:
  - (1) the person is licensed as an electrical contractor;
  - (2) the person designates an electrician of record; and
  - (3) the electrician of record appears in person when the electrical contracting business is registered.
- (C) **Electrician of Record.**
  - (1) The electrician of record may be the same as the registrant.
  - (2) The electrician of record must be licensed by the Texas Department of Licensing and Regulations as a master electrician.
  - (3) The electrician of record may not be designated as the electrician of record for more than one electrical contractor business.
- (D) **Employees and Agents of Registrant**



# Examples

## 4.5.0 - VOLUME BUILDER PROGRAM<sup>[2]</sup>



**Footnotes:**

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**Editor's note**— [Rule No. R161-17.10](#), adopted May 15, 2017, amended 4.5.0 in its entirety to read as herein set out. Former 4.5.0, §§ 4.5.1—4.5.16, pertained to similar subject matter, and derived from [Rule No. R161-15.19](#), 12-29-15.

### 4.5.1 - Program Description:



The Volume Home Builder Program is an optional, expedited residential review process that enables volume builders to receive a faster turn around on residential permit applications for new construction. Builders wishing to participate must submit the required documentation, and then staff will review the submission for acceptance into the program. If accepted, the builder will be eligible to submit for residential building permits through the Volume Home Builder Program.

Departments > Development Services > Volume Builder Program

## Volume Builder Program

Building Plan Review >

### Modified Operations: We Are Ready To Serve You.

Based on the Order by the City of Austin and Travis County to "[Stay Home, Mask, and Otherwise Be Safe](#)", all in-person customer services remain suspended. Most of our services are still available by phone, video conference, email and our online portal, [Austin Build + Connect \(AB+C\)](#). For information on our modified services, please visit our [DSD-COVID-19](#) page.

The Volume Builder Program is an optional expedited review process that enables volume builders to receive a faster turn around on residential permit applications for new construction.

Builders interested in participating must complete an initial registration form and submit required documentation.

Once the required documentation is submitted, it is assigned to review staff for acceptance into the program. If accepted, the builder will be eligible to submit building permits through the Volume Home Builder Program.

### Initial Registration

- The builder must sign and notarize a [Home Builder Certification Affidavit](#).
- Registration is renewed annually for continuance in the program.
- An appointment is required to establish an initial registration.

### Master Review Application submittal requirements

The Volume Builder Status is unique to every new subdivision or site plan, section, and phase.



# Examples

This Texas city requires all City and State licensed contractors be registered with Development Services prior to the issuance of any permit(s). Registration requirements vary depending on the type of license or registration you hold.

Some licenses/registrations require the contractor to provide a bond or maintain insurance coverage at all times.





## RESIDENTIAL BUILDING CONTRACTOR

- Residential Building Contractor Registration Application
- Effective April 1, 2018 a FBI National Background Check will be required for a Residential Building Contractor license to be issued.
- Government Issued Photo Identification.
- Registration and renewal fee every two years:  
\$170.00 for two years
- Certificate of Liability Insurance with the City listed as the Certificate Holder certifying the following type and limits of liability are required as minimums:
  - \$500,000 per occurrence (combined for property damage and bodily injury),
  - \$1,000,000 aggregate (total amount the policy will pay for property damage and bodily injury),
  - \$500,000 aggregate for products and completed operations.



## DEMOLITION CONTRACTOR'S LICENSE AND REGISTRATION

- Demolition Contractor License Application
- Government Issued Photo Identification
- License and registration fee: \$85.00
  - Renewal fee: \$35.00 (registrations are valid for two years).
- Current letter of authorization.
- Certificate of Liability Insurance with the City listed as the Certificate Holder.
  - Automobile liability insurance with limits of
    - personal injury \$100,000 each person,
    - \$300,000 each accident,
    - property damage \$50,000 each accident.
  - The following limits of Public Liability per Occurrence and limits of property damage per occurrence should be listed on the policy:
    - Public liability (bodily injury) insurance with limits not less than \$300,000 for each occurrence.
    - Public liability (property damage) insurance with limits of not less than \$100,000 for each accident and \$200,000 in the aggregate.
    - Must also provide proof of Workers' compensation in accordance with statutory requirements.
- Annual \$5,000 bond.



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# Stakeholder Engagement Plan

## Interdepartmental Briefing

- Thursday 7/22

## Building and Fire Code Board of Appeals

- Wednesday 7/28

## Virtual External Stakeholders

- Tuesday 8/3
- Thursday 8/5

## SpeakUp Austin

- August 3 - 13

## Building and Fire Code Board of Appeals

- Wednesday 8/25

## Housing and Planning Committee

- Tuesday 9/14



**Development**  
SERVICES DEPARTMENT

### Register Now to Provide Input on Contractor Registration

*Meeting Options Available in Day or Evening, English or Spanish*

Your chance to weigh in on a proposed City of Austin contractor registration program is coming soon.

Following approval by the Austin City Council to create a contractor registration program, the City of Austin Development Services Department (DSD) will work with stakeholders to develop the program guidelines. DSD plans to present final recommendations to the Austin City Council in December.

### *Here is what you will need to know to participate:*

Opportunities are now available to register for one of two upcoming engagement opportunities. English and Spanish options are available on both dates.

- **August 3, 2021, 6 – 8 p.m.**
- **August 5, 2021, 10 a.m. – Noon**

**Registration for this event closes on Wednesday, July 28, 2021.**

Select one of the options below. We are planning virtual engagements using Zoom. The virtual meetings will include breakout rooms, offering participants an opportunity to provide input in small, diverse groups.

**August 3, 2021, 6 – 8 p.m.**

[Register for August 3 session \(English\).](#)

[Register for August 3 session \(Spanish\).](#)


**August 5, 2021, 10 a.m. – Noon**

[Register for August 5 session \(English\).](#)


[Register for August 5 session \(Spanish\).](#)


Participation will be available on a first-come, first-served basis. **Please register for only**

# Stakeholder Engagement Plan



HomeShare Your Ideas!All ProjectsDSDCommunications









**CITY OF AUSTIN**  
**Development**  
SERVICES DEPARTMENT  
*Building a Better and Safer Austin Together*

Home » Contractor Registration Program for Building and Demolition Permitting


This project has been shared for preview. Submissions / Contributions on the engagement tools have been disabled. X

### Contractor Registration Program for Building and Demolition Permitting



Documents

FAQs

 Why is a contractor registration program being



- Welcome & Introductions
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**QUESTIONS?**





# THANK YOU!

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**Development** CITY OF AUSTIN  
SERVICES DEPARTMENT

*Building a Better and Safer Austin Together*

## Our Mission:

To support a  
vibrant  
community  
through  
responsible  
development.