



CONTRACTOR REGISTRATION REQUIREMENTS

All documents submitted for registration shall reflect the name as registered with the County or Articles of Incorporation to include punctuation marks and all abbreviations

GENERAL CONTRACTOR REQUIREMENTS FOR:

New Commercial & Tenant Improvements
New Residential, Additions, Alterations, and Roofing

1. Assumed Name Certificate and/or Corporate Documents if applicable
2. Contractor Registration Application (\$102.00 Annual Fee)
3. Certificate of Insurance (GL) (Minimum \$100,000.00) *
4. Blanket Building Construction Bond (\$50,000.00) or
5. Blanket Building Construction Bond (\$10,000.00) can be submitted for the following :
 - a) Irrigation installations, b) Site lighting & landscape installations, c) Temporary structure placement,
 - d) Mobile placement permits, e) Temporary sign permits, f) Tents in excess of 200 square feet, g) Fences, h) Patch & paint permits
 - i) Pavement cuts or excavation in the public right of way:
 - **NOTE:** The minimum limits of general liability and coverage is **\$250,000** for bodily injury liability, including death, for each person and **\$500,000** in the aggregate and **\$100,000** for property damage for each occurrence and **\$100,000** in the aggregate.

Building Official has the authority to require a bond in the amount of \$50,000.00 if the subject work exceeds \$10,000.00 in valuation.

ELECTRICAL, MECHANICAL, PLUMBING, IRRIGATION, & FIRE CONTRACTOR REQUIREMENTS:

Contractor Registration Application (\$102.00 Annual Fee) along with State License:

A. Electrical Contractor: 1. Electrical Contractor's License 2. Master Electrician State License 3. No Annual Fee	B. Mechanical Contractor: 1. Master Mechanical State License	C. Plumbing Contractor: 1. Master Plumber's State License 2. No Annual Fee
D. Irrigation Contractor: 1. State Irrigator's License	E. Fire Contractor: 1. State ACR (Alarm) License 2. State SCR (Sprinkler) License 3. State ECR (Extinguisher) License 4. No Annual Fee	

SIGN CONTRACTORS & ELECTRICAL CONTRACTOR REQUIREMENTS:

A. Sign Contractor License:

1. Sign Painting Only	\$ 112.00	Insurance & License
2. On/Off Premise Sign	\$ 622.00	Insurance, Bond, & License
3. Inflatable Signs - B-3	\$1,215.00	Insurance, Bond, & License
4. Inflatable Signs - B-4	\$ 609.00	Insurance, Bond, & License

B. Electrical Sign Contractor Master Sign Electrician License

All contractors must submit a list of the names of the persons who are authorized to pull permits for their company on the authorized list form included in the contractor registration packet.

***Certificate of Insurance must specify City of El Paso as the Certificate Holder**

Rev. 6/2023