



CONTRACTOR REGISTRATION AND PERMIT INFORMATION

Any person who engages in electrical, HVAC mechanical, or plumbing work in the City of Roman Forest is required to be registered with the city and must obtain permits prior to starting any project.

Please provide the following for registration:

1. Contractor Registration Form signed
2. Valid photo identification
3. Current State of Texas (TDLR) issued Trade License
4. Current State of Texas (TDLR) issued State Contractors License
5. Certificate of Liability Insurance with a minimum of \$300,000 commercial general liability

All licenses, apprenticeship and journeyman cards shall always be carried while on the job and available for inspection upon request by Inspectors. All company trucks on work sites must have appropriate signage.

Only responsible licensed Master Plumber, Master Electrician, or HVAC can secure permits. A building permit application must be on file before a trade permit is issued.

To secure a permit, please complete and submit the Trade Permit Application and applicable fees. Permits are generally issued immediately upon request, providing that all requirements have been met.

It is the responsibility of the contractor to schedule inspections as required by contacting Bureau Veritas. Specific technical questions regarding any project, material, or method should be addressed to the Bureau Veritas Inspector.

In addition, all contractors shall review and will be held accountable to the city's **Residential Build Information** and **Residential Inspection information**.

NOTE: When the form boards are set, a surveyor needs to verify that the new building will be located behind the building line as per the plat of Roman Forest Sections One and Two.

Construction and/or remodeling work shall not begin before 6:30 a.m. or shall commence by 7:30 p.m. (subject to citation for noise disturbance).

No concrete trucks over 2 tons allowed on the jobsite before 6:30 a.m. This includes all City of Roman Forest streets. Drivers will be held accountable and subject to a citation for noise disturbance.

Applicable Ordinances:

217	Land Use	407	Building Control Rules and Regulations
419-19	Adopting building Codes	417-14	Building Regulations to Minimize Flood Losses
218-B	Land clearing and Logging	412-A	Floor Elevation Requirements
425-19	Regulating Driveway Construction	196-04	New Build Impact Fees
197-04	Additional Construction Impact Fees	415-20	Regulating Fences on Residential Property
403	Regulating Swimming Pools/Spas	418-18	Waterfront Structures
404	Construction of Apartments		



CITY OF ROMAN FOREST

CONTRACTOR REGISTRATION FORM

Type of license

<input type="checkbox"/> ELECTRICAL CONTRACTOR	<input type="checkbox"/> MECHANICAL (HVAC)
<input type="checkbox"/> MASTER ELECTRICIAN	
<input type="checkbox"/> JOURNEYMAN ELECTRICIAN	<input type="checkbox"/> IRRIGATOR (LANDSCAPE)
<input type="checkbox"/> MASTER SIGN ELECTRICIAN	<input type="checkbox"/> BACKFLOW
<input type="checkbox"/> MASTER PLUMBER	<input type="checkbox"/> OTHER (Specify)
<input type="checkbox"/> JOURNEYMAN PLUMBER	_____

CONTRACTOR INFORMATION

Project Address: _____

Company Name: _____

Company Address: _____

City, State, Zip _____

Phone: _____

E-Mail: _____

Licensee Name: _____

Licensee No. _____

Cell Phone: _____

Address (mailing): _____

City, State, Zip _____

Licensed Contractor Signature

Date

PLEASE PROVIDE COPY OF DRIVER'S LICENSE AND STATE LICENSE
AND INSURANCE LIABILITY WITH CITY OF ROMAN FOREST AS CERTIFICATE HOLDER

All project are required to adhere and/or conform to city ordinances

<http://www.cityofromanforest.org/Building-Permits.html>

Permits (281) 399-2660 ext. 104

email: permits@rftx.org



City of Roman Forest

Permit # _____

Trade Permit Application

Applicant Information

Registered as: Master Electrician Master Plumber HVAC/Mechanical

Company Name: _____ Date: _____

State

Applicant Name: _____ Lic. # _____

Email: _____ Phone: _____

Project Information

Project Street Address: _____

Owner name: _____ Phone: _____

Proposed Use: Residential Commercial

Description of Work: New Building Construction Remodel Building Addition
 change of occupancy to an existing building Other: Specify _____

Type of Permit Requested

ELECTRICAL

MECHANICAL

PLUMBING/IRRIGATION

Service amperage:

of Ton:

of P-Traps:

of Circuits:

of Exhaust Hoods:

Water Heater:

of Motors: HP:

Other (specify):

Gas Openings:

of Ranges/Ovens:

MECHANICAL

Gas Test:

Temporary electric pole:

Irrigation Heads:

Other (specify):

Backflow preventers:

Other (specify):

NOTES

- » A building permit must be on file for a trade permit to be issued for anything other than repairs and equipment replacement.
- » Work on the jobsite may not begin before 6:30am and must commence by 7:30pm.
- » No concrete trucks over 2 tons allowed before 6:30am. This includes all City of Roman Forest streets.
- » Anyone not in compliance with city ordinances will be issued a citation.

X _____ Date _____

Signature of Licensed Contractor
 Certifying the information provided is correct.



Chris Parr
Mayor

Inspections/Permits/Fees

Administrative Fee	\$ 75.00
Logging Permit	\$ 250.00
Logging Deposit- Refundable	\$ 2,000.00
Culvert - Temporary and Permanent Permit	\$ 100.00
Driveway Permit	\$ 100.00
Building Plan Review Fee	Per Square Foot Table
New Home/Commercial Construction Impact Fee	\$ 750.00
T-Pole/Saw Pole Permit	\$ 100.00
Electrical Permit	\$ 100.00
Plumbing Permit	\$ 100.00
HVAC/Mechanical Permit	\$ 100.00
Certificate of Occupancy	\$ 75.00
Certificate of Occupancy Deposit- Refundable	\$ 500.00
Addition or Remodel Construction Impact Fee	\$ 250.00
Miscellaneous Permit	\$ 100.00
Parking & Paved Area	Per Schedule
Sidewalk	Per Schedule
Pool Plan Review Fee	Per Valuation Table
Yard Sprinkler/Irrigation Permit	\$ 100.00
Re-Inspection Fee	\$ 100.00
Special Requested Inspections	\$ 160.00

** Permit Fees are doubled when issued after-the-fact

***Each inspection over the normal number of required inspections will be charged \$100.00.