



# THE CITY OF TUTTLE COMMUNITY DEVELOPMENT

## CONTRACTORS REGISTRATION FORM

Section 4-304 of the Tuttle Code of Ordinances requires any lead person or company providing any construction services in the City of Tuttle, including all persons required to be licensed by the Oklahoma Construction Industries Board, to hold a current and valid certificate of registration issued by the Community Development Department. The purpose of registration is to verify the holder of the registration is in compliance with applicable state statutes and agency regulations, hold valid liability insurance, and hold workers compensation. This registration covers all employees of the company or firm (except for electrical, plumbing, and mechanical registrations), and any subcontractors not otherwise required to be registered with the City of Tuttle.

**The following documentation must be submitted with this form:**

- Copy of Drivers License or State ID;
- Proof of valid liability insurance;
- Proof of valid workers compensation coverage or an affidavit of exemption or self-insurance as authorized pursuant to the Workers' Compensation Act;
- Copy of valid state license or registration from appropriate issuing state agency (if applicable).

**Contractors Registration expires after June 30th each year. Fees are as follows and are not pro-rated:**

- First Time Registration (previous registration must not be lapsed longer than 1 year)..... \$100
- Re-registration prior to July 1 ..... \$30
- Re-registration on or after July 1 ..... \$35

Application must be submitted and approved prior performing any work within the City of Tuttle. A registration will be automatically suspended whenever any required license/registration, workers compensation coverage, or liability insurance lapses, expires, or is otherwise no longer valid. The validity of all required documentation will be re-verified each time you request a permit from the City of Tuttle.

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

Name/Business Name: \_\_\_\_\_

Type of Registration (Check one):

Business Address: \_\_\_\_\_

- Electrical Contractor
- Mechanical Contractor
- Plumbing Contractor
- Water Well Contractor
- General/Lead Contractor
- Roofing Contractor
- Other

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Mailing Address (if different): \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Business Phone:(\_\_\_\_) \_\_\_\_\_ Cell:(\_\_\_\_) \_\_\_\_\_

State License Number: \_\_\_\_\_ Expires: \_\_\_\_\_

License Category (if applicable):

- Contractor
- Journeyman
- Apprentice

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date

FOR OFFICE USE ONLY

Date received & by:	Fee received & by:	<input type="checkbox"/> Drivers License <input type="checkbox"/> Liability insurance <input type="checkbox"/> Workers Comp <input type="checkbox"/> State License	Issued by:	Tuttle Registration Number:
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