



Community Development: Contractor & Sub-Contractor Registration

Contractor Registration # _____

Please complete this form and provide the required documents (listed below) to be added to the City of Brandon registered contractor's database. Completed forms can be submitted in person at the Office of Community Development located at City Hall, at 1000 Municipal Drive, Brandon, MS 39042, or mailed to P.O. Box 1539, Brandon, MS 39043.

Registration Types: The City of Brandon requires that the following types of contractors / trades be registered before a permit can be issued (check all that you are applying to register)

\$25 registration fee applies to each			
	General Contractor		Mechanical Contractor
	Residential Builder		Electrical Contractor
	Remodeler		Plumbing & Gas Contractor
	Roofing Contractor		Sign Installation Company
	Swimming Pool Contractor		Other:

Documents Required:

- _____ Completed registration form (a new form should be completed annually or whenever there has been a change within the registering company)
- _____ Copy of MS Certificate of Responsibility or a valid license issued by the State of MS or a MS Municipality
- _____ Declaration Page of the General Liability Policy
- _____ Performance bond in the amount of \$5,000 payable to the City of Brandon MS conditioned upon such contractor complying with all ordinances and regulations of the city, and the statutes of the state
- _____ Annual registration fee of \$25 payable to the City of Brandon (per registered trade)

Authorized Signers: You have two ways to add authorized signers to your registration. You can provide either one of the following: (1) On your company letterhead submit a written request, signed and dated by the license holder, indicating the name of each person who has permission to pull permits using the company name. (2) In place of a letter, complete the section below for authorized users, sign and date.

Company Name:		Owner:	
Email Address:			
License Holder's Name:			
License #:		Issued by:	
		Exp date:	
Company Address:			
City:		State:	
		Zip code:	
Office #:		Cell #:	
		Fax:	
Persons who are authorized to pull permits: (leave blank if no one is authorized but the license holder)			
1.		2.	
		3.	

License Holder's Signature: _____ Date: _____