**REGISTRATION AND SUBMITTAL REQUIREMENTS**

This document is required for initial registration or changes to a current registration. Fees not required for registration.

**STEP 1 - ALL CONTRACTORS (MASTER LICENSE HOLDERS) MUST FIRST REGISTER (ONE TIME ONLY) THROUGH THE CITIZEN SELF SERVICE (CSS) PORTAL PRIOR TO COMPLETING THIS FORM**

**STEP 2 - Registration Options:**
- To register by email: permitapplications@mckinneytexas.org
- To register by fax: 972-547-2605. Documents must be legible and licenses current
- To register by mail: City of McKinney, Building Inspections, P O Box 517, McKinney, Texas 75070

**Submittal requirements:**
- This application
- Copy of Electrical Contractor license with the State of Texas Department of Licensing and Regulation (TDLR) and
- Copy of Master Electrician license with TDLR or
- Copy of Electrical Sign Contractor license with TDLR and
- Copy of valid State Driver’s License

**LICENSE INFORMATION (Check all that apply)**

<table>
<thead>
<tr>
<th>Electrical Contractor</th>
<th>Master Electrician</th>
<th>Electrical Sign Contractor</th>
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Company Name: ____________________________________________

License Holder Name (Print): ____________________________________________

Company License Number: _______________ Expiration Date: _______________

Master License Holder Number: _______________ Expiration Date: _______________

Company Address:
City: ___________________________ State: ___________ Zip code: ___________

License Holder D/L Address:
City: ___________________________ State: ___________ Zip code: ___________

Office Telephone Number: ___________________________
License Holder Cell Phone Number: ___________________________
Email address: ___________________________
License Holder Signature: ___________________________ Date: ___________________________