**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

**STEP 3 - Submittal requirements:**
- This application
- Copy of Texas State Board of Plumbing Examiners Master License(s) or TDLR Mechanical License
- Copy of valid State Driver’s License

**LICENSE INFORMATION**

<table>
<thead>
<tr>
<th>Plumbing</th>
<th>Mechanical</th>
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**Company Name:** ________________________________________________________________

**License Holder Name (Print):** __________________________________________________________

**License Holder Number:** ____________________________ Expiration Date:______________

Additional plumbing licenses (if applicable):

<table>
<thead>
<tr>
<th>License Holder Number</th>
<th>Expiration Date</th>
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**Company Address:**

City: ______________________ State: ______________________ Zip code: ______________________

**License Holder D/L Address:**

City: ______________________ State: ______________________ Zip code: ______________________

**Office Telephone Number:**

**Master License Holder Cell Phone Number:**

**Email address:**

**License Holder Signature:** ______________________ Date: ______________________