



**CITY OF ALVIN**

1100 West Highway 6 ♦ Alvin, Texas 77511 ♦ (281) 388-4271 ♦ FAX (281) 331-7516

**Engineering Department**

TO: All Permit Holders  
FROM: Mike Collins, Building Official  
DATE: September 13, 2016  
SUBJECT: Contractor Information

Please fill out the following information. You can e-mail it to [tgoza@cityofalvin.com](mailto:tgoza@cityofalvin.com) or fax (281) 331-7516

**All contractors will need to submit copies of any applicable state licenses and proof of general liability insurance showing the City of Alvin as the certificate holder.**

**PLEASE PRINT LEGIBLY**

Business name: \_\_\_\_\_

Contact name: \_\_\_\_\_

Physical Address: \_\_\_\_\_

City, State, and Zip: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City, State, and Zip: \_\_\_\_\_

E-Mail Address **(REQUIRED)**: \_\_\_\_\_

Office Number: \_\_\_\_\_ Mobile Number: \_\_\_\_\_

Drivers License Number: \_\_\_\_\_ State: \_\_\_\_\_

State License Information: (HVAC, Electrician, Plumber) Licensing Authority: \_\_\_\_\_

**PROVIDE COPIES**

License Number: \_\_\_\_\_

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

ECL Number: (Electricians Only) \_\_\_\_\_

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

Insurance Information: Policy Number: \_\_\_\_\_

Effective Date: \_\_\_\_\_ Expiration Date: \_\_\_\_\_

Any Contractor who holds a State of Texas License/Certification (Electrical, Mechanical/HVAC, Plumbing, etc.) must provide a copy of their drivers' license. If a contractor is given permission to pull permits under another contractor, they must submit a notarized letter of permission and a copy of that person's drivers license.