

# CONTRACTOR LICENSE REGISTRATION

(ONLY FOR CONTRACTORS THAT HAVE A STATE LICENSE)

LAND DEVELOPMENT CODE DIVISION  
CITY OF HATTIESBURG, MISSISSIPPI  
P O BOX 1898  
HATTIESBURG, MS 39403  
PHONE 601-554-1003 or 601-554-1021

**NOTICE:** This registration application is to be used **ONLY** by contractors that hold a valid State of Mississippi Certificate of Responsibility (State License).

## TYPE OR PRINT LEGIABLY:

Applicants full Name \_\_\_\_\_

Company Name \_\_\_\_\_

Physical Address (NOT P. O. Box) \_\_\_\_\_

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

Mailing Address (If different from above) \_\_\_\_\_

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

Office Phone (\_\_\_\_) \_\_\_\_\_ Cell (\_\_\_\_) \_\_\_\_\_

Email \_\_\_\_\_ Fax (\_\_\_\_) \_\_\_\_\_

Type of License Applying For: \_\_\_\_\_

THE FOLLOWING DOCUMENTATION MUST BE SUBMITTED WITH YOUR APPLICATION FOR REGISTRATION. YOUR APPLICATION WILL NOT BE PROCESSED UNTIL ALL DOCUMENTATION HAS BEEN SUBMITTED:

\_\_\_\_ Copy of Mississippi Certificate of Responsibility. The contractor category on the certificate must match the contractor category you wish to register as.

\_\_\_\_ Proof that the applicant is the owner or executive officer of the company, such as documentation from the Mississippi Secretary of State showing the applicant as owner or officer.

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\_\_\_\_ Certificate of General Liability Insurance naming the City of Hattiesburg as a certificate holder. Insurance must be in the following minimums:

General Contractors \$1,000,000 Residential Builders \$500,000

Residential Remodelers \$50,000 All Others \$100,000

\_\_\_\_ Proof of Workers Compensation Insurance. If you have less than 4 employees, you may be exempt from workers comp requirements. Initial here \_\_\_\_ if you have less than 4 employees and do not carry workers comp.

\_\_\_\_ Legible copy of your driver's license

\_\_\_\_ Privilege Tax License (PTL). If you have a PTL from another jurisdiction in the state of Mississippi, you may provide a copy. Otherwise, you must apply for a PTL with the City of Hattiesburg. Go to the Tax Department on the second floor of City Hall to apply.

\_\_\_\_ Spreadsheet giving the following information about last 12 months projects:

Project Address      Client Name, Address and Phone No.      Project Description

\_\_\_\_ EPA Certification for Refrigeration (HVAC Contractors)

**FOR OFFICE USE ONLY BELOW THIS LINE**

\_\_\_\_  
PERMIT TECHNICIAN

\_\_\_\_  
DATE

APPROVAL BY BUILDING OFFICIAL (OPTIONAL):

\_\_\_\_  
BUILDING OFFICIAL

\_\_\_\_  
DATE

CONTRACTOR LICENSE CATEGORY(S)  
\_\_\_\_\_  
\_\_\_\_\_

DATE APPROVED BY CONTRACTOR BOARD \_\_\_\_\_