



COMMUNITY DEVELOPMENT

Annual Contractor Registration Application

DATE RECEIVED

PERMIT NUMBER

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, 1000 Municipal Drive, Brandon, Mississippi, 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 apply:

\$25 Registration Fee Applies to Each	
<input type="checkbox"/> General Contractor	<input type="checkbox"/> Residential Builder
<input type="checkbox"/> Mechanical Contractor	<input type="checkbox"/> Remodeler
<input type="checkbox"/> Electrical Contractor	<input type="checkbox"/> Swimming Pool Contractor
<input type="checkbox"/> Plumbing & Gas Contractor	<input type="checkbox"/> Sign Installation Company
<input type="checkbox"/> Roofing Contractor	<input type="checkbox"/> Other: _____

Documents Required:

- Completed Annual Registration Form
- Annual Registration Fee of \$25.00 payable to the City of Brandon
- Copy of Mississippi Certificate of Responsibility or a valid license issued by the State of Mississippi
- Declaration Page of the General Liability Policy
- Performance Bond in the amount of \$5,000.00 payable to the City of Brandon, conditioned upon such contractor complying with all ordinances and regulations of the city and the statutes of the state

Authorized Signers: To add authorized signers to your registration, provide either one of the following: (1) Submit a written request, signed and dated by the license holder on company letterhead, indicating the name of each person who has permission to pull permits using the company name; (2) In place of the letter, complete the section below for authorized uses, sign and date.

Contractor Business Name _____		License Holder's Name _____	
Office Telephone _____	Cell Phone _____	Email Address _____	
Physical Address _____		Mailing Address _____	
City _____	State _____	Zip Code _____	City _____
State _____	Zip Code _____	State _____	Zip Code _____
General License Number _____	Issued By _____	Expiration Date _____	
Liability Insurance Policy Number _____	Issued By _____	Expiration Date _____	
Bond Number _____	Issued By _____	Expiration Date _____	
Additional persons who are authorized to pull permits under this registration:			
1. _____	2. _____	3. _____	

permitting@brandonms.org