



CITY OF PORT ARANSAS
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PROCESS FOR OBTAINING A CONTRACTOR'S LICENSE IN THE CITY OF PORT ARANSAS

1. Complete the Contractor License Application form. *A contractor license is not a blanket type license.* The license is a calendar-dated license with the expiration date being December 31st of the current year. License and bond expire on the same date.
2. Submit references. The references shall be as follows:
 - A. Three (3) letters of reference from customers that you have performed work for in the past five (5) years. Letters of reference shall include name, address and telephone number of the person from which the letter was obtained. **OR**
 - B. Three (3) copies of permits obtained in the past five (5) years for work your company has performed. **OR**
 - C. A combination of the two (2) items above.
3. You are required to submit one (1) of the following items:
 - A. A \$5,000.00 (face value) surety/permitting bond. Expiration date shall be December 31st of the current year. The name of the contractor and DBA shall be identified on the bond. The bond can be obtained from your insurance company of choice. The City of Port Aransas does not have a form for this bond. **OR**
 - B. A Certificate of liability insurance showing the City of Port Aransas named as the certificate holder.

When you have the above items completed, you may submit your application to the Building Department for review. Upon approval, you will be contacted to pick-up your contractor's license. Please note the expiration date and principal information that is required by the City of Port Aransas. **A contractor's license needs to be obtained in person.**