

## Contractor Registration

- Hard copy/paper forms of the Contractor Registration will not be accepted in the office; PLEASE use the Permit Portal Link @ <https://humble2.portal.iworq.net/portalhome/humble2>
- Completed in person @ 114 W Higgins St, Humble TX 77338, using one of the Kiosks in the Building Department
- Completed & Notarized "CONTRACTOR REGISTRATION LETTER OF ACKNOWLEDGEMENT" emailed to [permit@cityofhumble.net](mailto:permit@cityofhumble.net) (for remote registration only)
- Proof of current workmen's compensation & comprehensive general liability insurance stating City of Humble as the certificate holder. (not less than \$250,000.00 per occurrence for bodily injury and \$100,000.00 per occurrence for property damage) For remote registration, email to [permit@cityofhumble.net](mailto:permit@cityofhumble.net)
- Copy of State issued Masters or equivalent License (when applicable) For remote registration, email to [permit@cityofhumble.net](mailto:permit@cityofhumble.net)
- Copy of state issued Driver License or ID emailed to [permit@cityofhumble.net](mailto:permit@cityofhumble.net) For remote registration, email to [permit@cityofhumble.net](mailto:permit@cityofhumble.net)
- \$100 registration fee for contractor (Company/Person/License Holder) \*\*Calendar Year. (Jan 1st thru Dec 31st) Must renew Annually\*\*
- Should you choose to register In-person, each of these items must be provided, by the License Holder, if applicable without exception, approved, and entered into our records before any work may be permitted or commenced in the City of Humble. (The license holder MUST register the Company)
- A fee of \$100 is assessed at the time of registration. (Responsible Master Plumbers & Master Electricians, and some other trades are exempt from this fee)
- Contractor registration is not required prior to plan submittal, but MUST be completed prior to issuance of permits
- Electronic submission/transmission of this data to the City of Humble does not constitute being registered with the City of Humble. All respective fees must be paid and contractor license registration will be sent. Without this license indicating the effective and expiration dates on the contractor license, Contractor Registration is not complete.