



Contracting Company Registration

Contracting Company Registration

This will be necessary so that we are aware of which contracting companies are doing work within our ROW. **Note that no permit shall be issued until after this process has been complete.**

Please fill out the below information as it pertains to your company:

<p>New Contracting Company Registration</p> <p>Contracting Company Name _____</p> <p>Contracting Work Type _____</p> <p>Address _____</p> <p>Phone # _____</p> <p>Email _____</p> <p>Contact Representative _____</p>
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<p>Update to Existing Contracting Company Registration</p> <p>Contracting Company Name _____</p> <p>Contracting Work Type _____</p> <p>Address _____</p> <p>Phone # _____</p> <p>Email _____</p> <p>Contact Representative _____</p> <p>Note that we request notification of any changes made no more than 30 days after the date the change has been made.</p>



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Surety Bond (Only required for STRC Permits)

Per Sec. 44-58 of the STRC Ordinance, \$2,000 **Surety Bond** paperwork will need to be filled out and filed annually with the City of Round Rock. This bond is conditioned to indemnify the City for any loss, liability or damage that may result or accrue from or because of the making, existence or manner of guarding or constructing any such tunnel or excavation. This Surety Bond will be valid each year construction occurs through one full year after the completion of the construction from a Surety company authorized to do business in the State of Texas. We request that companies fill out our Permit Bond and reference their Surety Bond #. **Note that all Surety Bond documentation must be sent to the Transportation Administration at 3400 Sunrise Road, Round Rock, TX 78665 for record keeping.**

If you are not performing Street Cut work then no Surety Bond shall be necessary from the Contractor's side, only the Utility Company you're doing work for shall provide this.

Liability Insurance

Contracting companies will need to obtain and maintain **Liability Insurance** coverage in the amount of \$1,000,000 with a company licensed to do business in the State of Texas with an AM Best rating of at least A-. Said insurance will need to be provided as proof of coverage at the time of request for any construction permits and prior to any commencement of work moving forward.



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City of Round Rock Notification

Please send this form and any requested documentation referenced from page to the below representatives:

Eddie Imken – eimken@roundrocktexas.gov

Jorae Rosenthal – jrosenthal@roundrocktexas.gov

Physical Address (If Needed) – 3400 Sunrise Road, Round Rock, TX 78665

We will send this signed form back as proof once all documentation has been received.

For Contracting Company Staff Use

Submitted By _____

Date _____

For City of Round Rock Staff Use

Received By _____

Date _____

Filed By _____

Date _____