



PLUMBING AND MECHANICAL REGISTRATION FORM

REGISTRATION AND SUBMITTAL REQUIREMENTS	
This document is required for initial registration or changes to a current registration. Fees not required for registration.	
STEP 1 - ALL CONTRACTORS (MASTER LICENSE HOLDERS) MUST FIRST REGISTER (ONE TIME ONLY) THROUGH THE CITIZEN SELF SERVICE (CSS) PORTAL PRIOR TO COMPLETING THIS FORM	
STEP 2 - Registration Options:	
<ul style="list-style-type: none"> • To register by email: permitapplications@mckinneytexas.org • To register by fax: 972-547-2605. Documents must be legible and licenses current • To register by mail: City of McKinney, Building Inspections, P O Box 517, McKinney, Texas 75070 	
STEP 3 - Submittal requirements:	
<ul style="list-style-type: none"> • This application • Copy of Texas State Board of Plumbing Examiners Master License(s) or TDLR Mechanical License • Copy of valid State Driver's License 	
LICENSE INFORMATION	
Plumbing <input type="checkbox"/>	Mechanical <input type="checkbox"/>
Company Name: _____	
License Holder Name (Print): _____	
License Holder Number: _____ Expiration Date: _____	
Additional plumbing licenses (if applicable):	
License Holder Number	Expiration Date:
License Holder Number	Expiration Date:
Company Address:	
City:	State: Zip code:
License Holder D/L Address:	
City:	State: Zip code:
Office Telephone Number:	
Master License Holder Cell Phone Number:	
Email address:	
License Holder Signature:	Date: