



## THIRD-PARTY SERVICE PROVIDER REGISTRATION

## NEW AND RENEWAL

### DOCUMENTS REQUIRED TO BE ATTACHED TO THIS APPLICATION

- Government Issued Photo Identification Card (e.g. driver 's license, passport, military ID, etc.)
- Proof of Louisiana State Uniform Construction Code Council Registration
- Proof of International Code Council certifications selected in the Type of Application section
- Occupational License or Registration from the City of New Orleans Department of Finance
- Proof of commercial general liability insurance of not less than \$500,000.00 naming the City of New Orleans as an additional insured party. For insurance purposes, the City of New Orleans ' Safety & Permits address is 1340 Poydras St, Suite 800, New Orleans, LA 70112
- Fee payment New Registration \$200.00; Renewal \$75.00; Delinquent Fee \$30.00 per month, or portion thereof past expiration date, in addition to the renewal fee.
- Current color photo taken within the last three-months (color passport or self-taken photo) of applicant.

### TYPE OF APPLICATION

Check **all** that apply:

Initial (New Application)  Renewal **Type of Registration:**  Individual  Company **Type of Service:**  Inspector  Plan Review

### APPLICANT (required for all applications)

- Do you (or any officer of the company you represent) hold a Louisiana license as a building, residential or Home Improvement contractor?  Yes  No
- Do you (or any officer of the company you represent) hold a New Orleans electrical or mechanical license?  Yes  No

Applicant Full Name \_\_\_\_\_

Company Affiliation (If applicable) \_\_\_\_\_

Applicant Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ Phone Number \_\_\_\_\_

Date of Birth \_\_\_\_\_ Driver' s License or State ID# \_\_\_\_\_ Expiration Date \_\_\_\_\_

Email Address \_\_\_\_\_

### COMPANY INFORMATION

Any company or individual must disclose any and all relationships, including but not limited to: direct or indirect financial interests, employer/ employee, sub-contractor, advisor, consultant, or referrals of any kind with any current City of New Orleans employee. City of New Orleans employees include any: city officer, employee, department, agency, board, commission, and public benefit corporation.

Business Name \_\_\_\_\_

Business Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_ Business Phone \_\_\_\_\_

Email address \_\_\_\_\_

### INTEREST DISCLOSURES AND/OR OFFICE MEMBERS

**Financial Interest:** An interest equated with money or its equivalent. Any person who has a monetary interest in the Registering party must be disclosed. Example: A person who owns shares in the company or any part of the company or is in the process of buying the company has a financial interest.

**Beneficial Interest:** Any person who manages, derives a profit, benefit or advantage resulting from a contract or agreement with the Registering party. This would include any person who benefits in some way through the Registering party.

**Legal Interest:** This includes, among other things, an interest arising out of a contract.

**Competing Interest:** This includes employer/ employee, sub-contractor, advisor, consultant, or referrals of any kind with any current City of New Orleans employee. City of New Orleans employees include any: city officer, employee, department, agency, board, commission, and public benefit corporation.

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**Attach a list including the name, legal address, telephone number and email address for any person who has a legal, beneficial, financial, or competing interest as defined by law in the registration to be issued or renewed.**

### CHANGE DISCLOSURE (renewals only)

Have there been any changes of partners and/or principal officers since last year's renewal?  Yes  No If yes, when did these changes take place (month, day, year)? \_\_\_\_\_

If yes, what were these changes? \_\_\_\_\_

My signature at the end of this application acknowledges my full understanding of the restrictions and regulations stated below:

### ACKNOWLEDGEMENTS

No company or individual may perform third-party party services on buildings or structures in which they have any direct or indirect financial or professional interest. Companies and individuals must disclose all parties with a legal, financial, or beneficial interest at the time of registration and/or renewal.

Any company or individual must disclose any and all relationships, including but not limited to: direct or indirect financial interests, employer/employee, sub-contractor, advisor, consultant, or referrals of any kind with any current City of New Orleans employee.

City of New Orleans employees include any: city officer, employee, department, agency, board, commission, and public benefit corporation.

Any company or individual holding a Louisiana license as a building, residential or Home Improvement contractor is prohibited from registering as a third-party service provider.

Any company or individual holding a New Orleans electrical or mechanical license is prohibited from registering as a third-party service provider.

Employees of the Department of Safety and Permits are prohibited from acting as third-party service providers, pursuant to La. R.S. § 42 :1111, which prohibits public employees from receiving payment for any service substantially similar to standard job responsibilities.

Individual registration shall expire on the registrant's date of birth; corporate registration shall expire on the anniversary date of registration. Renewals may be submitted not more than 30 days prior to registration expiration. Any registration not renewed prior to expiration is considered invalid and reports will not be accepted.

Any third-party service provider registration not timely renewed shall terminate. Subsequent re-registration will be considered a new registration.

Third-party service providers are required to submit written reports to the Director in form and manner to be established by the Department.

Third-party service providers are not authorized to produce, develop, purchase, utilize, or secure any sticker, form, or inspection report which bears the Seal of the City of New Orleans, the words "City of New Orleans" or "Department of Safety and Permits," or any variation thereof.

Any publicly posted documentation of results (i.e. pass/ fail stickers, etc.) must be approved for content and form by the Department.

The Director of Safety and Permits shall have the authority to accept or deny the credentials of any third-party service provider both at the time of registration or any time thereafter.

Additionally, I certify that all information contained in this application is complete, true and correct to the best of my knowledge. I understand that the City of New Orleans is authorized to suspend or revoke a permit or license issued under the provisions of its Municipal Code wherever a permit or license is issued in error or on the basis of incorrect, inaccurate or any false statement or misrepresentation, or in violation of any ordinance or regulation or any of the provisions of the City of New Orleans Municipal Code, the Comprehensive Zoning Ordinance, the International Construction Code or International Fire Code as adopted by the City of New Orleans. Fines and penalties for misrepresentation of material facts will be assessed in accordance with City of New Orleans ordinances and State of Louisiana Revised Statutes.

I understand that as a third-party service provider I am required to report any deviations from permitted work to the Department of Safety and Permits, and failure to do will result in the revocation of any license issued by the City of New Orleans.

Applicant Signature \_\_\_\_\_ Date \_\_\_\_\_

Email completed application to [TRADELICENSEINFO@NOLA.GOV](mailto:TRADELICENSEINFO@NOLA.GOV)