

MEMORANDUM

To: City of Seguin Mayor and Council Members
Steve Parker, City Manager

From: Pamela Centeno, Director of Planning & Codes

Through: Rick Cortes, Assistant City Manager

Subject: **Amendments to the Code of Ordinances, Section 18-138,
pertaining to the renewal of licensing for building
contractors**

Date: January 28, 2020

Building contractors licensed within the City of Seguin are required to renew their licenses annually in order to conduct work within the city limits. Licenses expire on December 31st and contractors have 60 days from that date to complete the required six hours of continuing education and renew their license. If a contractor fails to renew their license following the 60-day grace period they are required to submit a new application for an original license. If the original license requires a passing score on an ICC exam, the test must be taken again.

City staff is proposing revisions to the licensing requirements that would extend the 60-day grace period for renewing the original license. Additional fees would be charged for delinquent licenses as follows:

0-60 days following license expiration:	regular renewal fee charged
61-90 days following license expiration:	renewal fee is charged double
91-180 days following license expiration:	renewal fee is charged triple
181+ days following license expiration:	new application required

If the license is renewed within the 180-day grace period, the contractor will not be required to re-take the ICC exam. Contractors will still be required to complete the annual six hours of continuing education prior to renewal of their license. City staff schedules four sessions each year to ensure contractors are given ample opportunity to meet this requirement.

Attached please find a copy of the ordinance amending the licensing requirements as described herein.