



**Texas Residential
Construction Commission**
Quality Construction for Texans

FREQUENTLY ASKED QUESTIONS

REGISTERED BUILDER/REMODELER RENEWAL:

When is the deadline for registered Builder/Remodeler renewal?

The commission mailed registered Builder/Remodeler renewal packets in early January. All registered Builders/Remodelers must renew their registration no later than February 28th of each year and mailed registration renewals must be postmarked by February 28th of each year. Registration renewals submitted after the February 28th deadline via mail, fax or online, are subject to an additional \$500 late registration renewal fee. The commission mails renewal packets based on the most recent mailing address provided to the commission. The commission is not responsible for failed delivery due to an incorrect address.

What happens if I do not renew my registration on time?

As of March 1st of each year, Builders/Remodelers who fail to renew their registration will be automatically placed in expired status. Those in expired status cannot act or operate as a builder or remodeler in the State of Texas. If the Builder/Remodeler is in expired status for over 60 days, the Builder/Remodeler will have to go through administrative proceedings in order to renew.

What are the fees for registered Builder/Remodeler renewal?

The fee is \$300. Renewals received after the February 28th deadline are subject to an additional \$500 late registration renewal fee. The commission fee schedule is posted on the commission website at www.trcc.state.tx.us under "Industry Services" and is available upon request from the commission by calling toll-free at (877) 651-TRCC.

What if I have not received a Builder/Remodeler renewal packet?

Contact the commission as soon as possible via e-mail at info@trcc.state.tx.us or call toll free at (877) 651-TRCC. If the commission does not have a correct mailing address on file or a commission-authorized post office box, the renewal packet may not arrive successfully. The commission is not responsible for incorrect mailing addresses.

How long does it take to process my registration renewal?

It takes approximately 15 days. The process includes verifying payment and conducting a criminal background check for every registered agent. The commission cannot provide temporary registration numbers.

What will I receive as proof of my renewal with the commission?

Upon approval of registration renewal, a proof of Builder/Remodeler Registration renewal pocket card will be issued. This pocket card will include: Builder/Remodeler name, DBA, fixed address, registration number and expiration date.

Can I renew online?

Yes. Visit the commission website at www.trcc.state.tx.us and click on "Online Registration."

Do I have to renew my registration online?

No. Upon receipt of your registration renewal packet, you may submit the registration Invoice to the commission with payment via fax, hand delivery or mail.

Where can I find information on registered Builders/Remodelers?

Visit the commission website at www.trcc.state.tx.us and click on the "TRCC Public Record Search" link. This database will contain the registration status of the Builder/Remodeler, registration number, address, telephone, registered agent, number of homes registered and number of closed state-sponsored inspection and dispute resolution process (SIRP) requests filed regarding the Builder/Remodeler.

What if I forget my password to register online?

Send an e-mail to the commission at info@trcc.state.tx.us or call toll-free at (877) 651-TRCC and staff will be available to retrieve your user ID and password information. Passwords cannot be changed online.

I am waiting for a building permit. Is there any way to expedite my registration renewal?

No, the commission processes registration renewals on a first-come-first-serve basis. The process takes a maximum of 15 days. The commission does not issue temporary registration numbers.

What violations might result in disciplinary actions or denied renewal against a Builder/Remodeler?

Prohibited activities under the Act might result in sanctions against a Builder/Remodeler certificate of registration and/or monetary penalties. Prohibited activities include the following:

- Fraud or deceit in obtaining a registration,
- Misappropriation of trust funds,
- Naming false consideration in a home sale contract or construction contract,
- Discriminating on the basis of race, color, religion, sex, national origin or ancestry,
- Publishing a false or misleading advertisement,
- Failing to honor a check issued to the commission subsequent to the commission sending a request by certified mail for payment to the last and best address for the applicant or registrant,
- Failing to pay an administrative penalty assessed by the commission,
- Failing to pay a final non-appealable judgment arising from a construction defect or other transaction between the builder or subcontractor and the homeowner,
- Failing to register a home in accordance with the Act,
- Failing to remit the home registration fee, or
- Failing to reimburse a homeowner the amount ordered by the commission pursuant to Section 428.004(d) of the Act (reimbursement of fees and inspection expenses paid by the homeowner).

What can a Builder/Remodeler do if the commission denies the renewal application?

If the commission denies a Builder/Remodeler registration application, it will provide written notice of its decision including a statement of its reason for the denial. An applicant can appeal the denial by submitting a written request for a hearing to the commission.

What if I want to cancel or inactivate my registration?

Complete the appropriate section on the "Invoice" included in your Builder/Remodeler renewal packet mailed to you by the commission. You may mail or fax your request to the commission.

My company information has changed, how do I notify the commission?

Complete a Builder/Remodeler Information Update Form which can be downloaded from the commission Web site under "TRCC Forms."