



Town of Sunnyvale – BUILDING INSPECTIONS DIVISION



Subcontractor Validation Form

Subcontractors must validate on the building permit instead of securing individual permits for each trades. The validation form must be submitted by the registered subcontractor or one of the authorized designees of that subcontractor. The validation form must be submitted with building permit and prior to the commencement of work by that subcontractor. Please specify the work be performed – in some cases there may be multiple subcontractors of the same trade. Subcontractor validations may only be rescinded in writing.

ADDRESS OF PERMIT: \_\_\_\_\_

NAME OF GENERAL CONTRACTOR: \_\_\_\_\_

NAME OF SUBCONTRACTING COMPANY: \_\_\_\_\_

SUBCONTRACTOR ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIPCODE: \_\_\_\_\_

PHONE NUMBER: \_\_\_\_\_ LICENSE # (if applicable) \_\_\_\_\_

NAME OF PERSON SUBMITTING THIS FORM: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

TYPE OF SUBCONTRACTOR WORK VALIDATING:

- Electrical       Plumbing       HVAC - A or B License       Refrigeration
- Mechanical (No License Required other than HVAC)       Paving in City ROW

Specific description of work you are validating for: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Submit this form to the Building Inspections Office:

1. In person at 127 N Collins Rd. Sunnyvale, TX
2. Via email to [melinda.diaz@townofsunnyvale.org](mailto:melinda.diaz@townofsunnyvale.org), Subject line 'Validation'
3. Via online portal with permit submission