

XX - \_\_\_\_\_

Staff Initials \_\_\_\_\_

**4.2. PROCEDURE**

Business Name \_\_\_\_\_ License Holder \_\_\_\_\_ Date \_\_\_\_\_

Check when collected	REQUIRED DOCUMENTS for both a License Holder and Supervisor Certificate Holder
	1. Application
	2. THREE Project Verification Forms + copies of permits and C/O or final inspection information
	3. Exam information (Not required for a license holder that is designating another person as the supervisor certificate holder, see note below).
	4. Employee Affidavit (general contractors are not permitted to use exempt workers)
	5. Immigration Affidavit
	6. Sales/Use Tax License Application
	7. Picture ID
	8. Any other additional information they wish to submit in support of the license request, i.e. a resume, education or other specialized training verification, company information, etc
	9. \$75 non-refundable application fee CL _____
	<b><u>ADDITIONAL ITEMS REQUIRED BEFORE FINALIZATION</u></b>
	10. \$200 biennial license fee and \$25 supervisor's certificate fee (if applicable. License can not be used without supervisor certificate)
	11. Current certificate of general liability insurance (min 2 million aggregate) the City of Fort Collins listed as a certificate holder
	12. List of regulated payroll trade employees (if applicable) with full name and last four digits of their social security number
	13. Proof of current worker's compensation insurance (if they have field employees)