



### Contractor Licensing Application Checklist

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

**Date** \_\_\_\_\_

**License Holder** \_\_\_\_\_

**XX-** \_\_\_\_\_  
 (office use only)

**Supervisor's Certificate Holder** \_\_\_\_\_  
 (if different than license holder)

- New License – NE**     **Reinstatement - RI**     **Exempt Contractor – EX**     **Renewal - RN**  
 (Past 60-day grace)

- Business Name Change – BC**     **Master Electrician**     **Master Plumber**

\*Boxes in blue not required

NE	RI	RN	BC	EX	ME	MP	Required Items - Incomplete application packets will not be accepted
							<b>Application / Registration-</b> Complete and signed
							<b>Picture ID –</b> Driver's license
							<b>Employee Affidavit</b> <ul style="list-style-type: none"> <li>General contractors are not permitted to use exempt workers</li> </ul>
							<b>Immigration Affidavit</b>
							<b>Sales/Use Tax License</b> <ul style="list-style-type: none"> <li>Must supply copy of certificate at time of application submittal, apply online at <a href="https://www.fcgov.com/salestax/appsforms.php">https://www.fcgov.com/salestax/appsforms.php</a></li> </ul>
							<b>Exam – ICC National Standard, for Solar license - NABCEP, COSEIA, or Master Electrician State registration, Master Plumber State registration</b> <ul style="list-style-type: none"> <li>No exam required for Awnings, Demolition, **Fire Alarm Systems, **Fire Sprinkler System, Fireplace Appliances, **Flammable Fuel Facilities, Wireless Telecommunication Systems</li> <li>No exam required for license holder that is designating another person as their supervisor certificate holder</li> </ul>
							<b>General Liability</b> <ul style="list-style-type: none"> <li>Minimum 2 million aggregate</li> <li>The City of Fort Collins listed as a certificate holder</li> </ul>
							<b>Worker's Compensation –</b> If company employs field workers
							<b>Project Verification forms - Three (3) per applicant if separate license and certificate holder</b> <ul style="list-style-type: none"> <li>Must attach copies of permits for each verification</li> <li>Must attach a C/O, LOC or passing final inspection information for each verification</li> </ul>
							<b>Application fee</b> <ul style="list-style-type: none"> <li>\$75.00 – Non-refundable</li> <li>CL</li> </ul>
							<b>Biennial fee</b> <ul style="list-style-type: none"> <li>\$200.00 License fee – excludes Electricians</li> <li>\$25.00 Supervisor's certificate fee – Exempt and Plumbers excluded</li> </ul>

\*\* Requires fire department approval

**Intake Signature** \_\_\_\_\_