



Contractor Licensing Project Verification Form

The applicant identified below has applied for a general contractor or specialized trade contractor license and/or a construction supervisor certificate with the City of Fort Collins. Regulations require verification of the applicant's construction experience on specific projects by someone other than applicant or anyone affiliated with applicant's company. You have been identified by the applicant as a person having direct knowledge of the applicant's involvement in the construction project described below. Incorrect or misleading information can result in the applicant's disqualification. You may be contacted for additional details and to verify the information provided.

Incomplete forms will not be accepted

Applicant Name

Project Name

Project Identification (street address, city, county and state)

Permit Number Completion Date

Required Documentation Permit and Certificate of Occupancy or Final Inspection (Attach legible copies)

Project Scope

General Contractor

- New Building
Addition
Structural Alteration
Non-structural
Interior Finish

Structural Frame Type

- Std. Wood Frame
Heavy Timber
Masonry
Steel
Concrete
Floor Area (sq. ft.)
Floors Above Grade

Specialized Trade

- Awning
Demolition
Fireplace Appliances
Gas Piping
HVAC(C) (Commercial)
HVAC(R) (Residential)
HVAC(RR)
Roofing (Pitched Only)
Roofing(+) (Flat and Pitched)
Refrigeration
Signs
Solar Energy (Water or Photovoltaic)
Wood Frame Construction
Wireless Telecommunication Systems (WTS)

Specialized Trade - PFA

- Fire Alarm System
Fire Sprinkler Systems
Flammable Fuel Facilities

Contract Value (Building(s) only + Labor + Material + profit) \$

Building Use(s) (if applicable)

Project Description

Applicant's Primary Role with Project

Applicant's Performance Above Average Average Below Average

Comments _____

Verifiers name (Print) _____

Verifiers position with project _____

Company name (if applicable) _____

Address _____

Phone _____ Mobile _____ E-mail _____

Signature _____ Date _____

Please make sure this form is completed and signed by a person who is not affiliated with the applicant in any way, who was personally involved in the project and is able to verify applicant's professional role in the project. A person other than the applicant must sign such documents, and the same person cannot be the signatory on all three (3) verifications. Such signatory shall be a project owner, contractor, architect, or professional engineer directly involved in the construction of said project and said person shall have worked directly with the applicant. If any of the above are checked, the full application packet will be returned to the applicant.

THIS FORM WILL NOT BE ACCEPTED IF: Office use only

- Incomplete Signed by applicant Signed by individual affiliated with applicant or applicant's company
- Verification completed by same signatory

Office use only
Reviewed by _____ Date _____
License class of project _____
Comments _____

