



Development Review Center
281 N. College Ave., Fort Collins, CO 80524
contractor_licensing@fcgov.com
970.221-6760

Specialized Trade Contractor Application

- New license and/or Certificate
Business Name Change
Renewal (if any changes, complete new application)
License #
Certificate #
Reinstatement (if expired more than 60 days)

Office Use Only
Issue Date:
Exp. Date:
License #
Cert.#
CL:

Business Name

License Holder (Applicant)

Supervisor's Certificate Holder (Applicant)
(if different than license holder)

Mailing Address

Office# Mobile# Fax#

E-Mail Address

City of Fort Collins Sales and Use Tax Number (attach copy of certificate)

Specialized Trade license desired

- Awnings Demolition Fireplace Appliances Gas Piping HVAC-C HVAC-R
HVAC-RR Roofing (Pitched only) Roofing+ (Flat) Refrigeration Signs
Solar Energy (Water or Photovoltaic) Wood Frame Construction **Fire Sprinkler Systems
**Flammable Fuel Facilities **Fire Alarm Systems Wireless Telecommunication Systems (WTS)

**Requires fire department approval

Credential Category

- License & Supervisor Certificate
License Only Supervisor Certificate

Contractor licenses currently held (other jurisdictions)

Exam Information

(No exam required for Awnings, Demolition, Fire Alarms, Fireplace, Fire Sprinkler Systems, Flammable Fuel Facilities, Signs or WTS licenses). Please ask or visit our website at https://www.fcgov.com/building/exam.php for all other exam requirements.

License exam taken

Date taken Grade Code year covered

Have you or has your firm ever had a contractor license revoked or suspended? Yes No

If yes, please provide details:

Using Exempt Specialized Trade Subcontractors

Exempt Specialized Trade Subcontractors: Only licensed specialized trade contractors may utilize exempt specialized trade subcontractors. An exempt specialized trade subcontractor is any person, firm, partnership, corporation, association, other organization, or any combination thereof, which:

- Is paid or otherwise compensated to perform construction or a trade for which a specialized trade contractor license is required but does not have such license;
- Is not a payroll employee of a specialized trade contractor; and
- Performs work pursuant to a direct subcontract with a licensed specialized trade contractor.

When such exempt subcontractors are used, the licensed specialized trade contractor is responsible for employing a City approved supervisor who is required to be readily available and present full-time on the project site where such subcontracted work is being performed to ensure that when completed such work fully conforms to applicable code(s).

Each exempt specialized trade subcontractor must be registered with the Development Review Center.

I have read and agree to abide by the requirements contained in the contractor packet. I understand that providing any incorrect or misleading information is grounds for denial of the license requested with no refund of any fees paid and that incomplete applications or project forms will not be accepted. Further, I understand that achieving a passing score on a specific examination does not guarantee approval for a particular license or certificate class without required documentation of experience.

Name of person(s) applying for credential(s) *[print]* _____
(Only print and sign once if same person) _____

Signature _____ Date _____

Signature _____ Date _____

Office Use Only			
\$75 application fee received	_____ Yes	_____ No	Date _____ Staff Initials _____
\$200 license fee received	_____ Yes	_____ No	Date _____ Staff Initials _____
\$25 certificate fee received	_____ Yes	_____ No	Date _____ Staff Initials _____
Applicant approved for _____ License			_____ Authorized Signature _____ Date
Applicant approved for _____ Certificate			
Comments:	_____		

Applicant NOT approved for License/Cert.:			_____ Authorized Signature _____ Date
Comments:	_____		

