



Contractor Licensing Application Checklist

Incomplete application packets will not be accepted

Business Name _____

Date _____

License Holder _____

Supervisor's Certificate Holder _____
 (If different than license holder)

- New License**
 Renewal
 Reinstatement (Past 60-day grace period)
 Exempt Contractor
 Business Name Change
 Master Electrician
 Master Plumber

Please follow the corresponding column below

New	Reinstatement	Renewal	Business Name Change	Exempt Registration	Master Electrician	Master Plumber	<u>Required Items - Incomplete application packets will not be accepted</u>
							Application / Registration- Complete, signed and dated
							Picture ID – Current, valid Driver's license, passport, or work permit – Must be readable copy
				N/A	N/A	N/A	Employee Affidavit – Must be signed by applicant and notarized <ul style="list-style-type: none"> General contractors are not permitted to use exempt workers
		N/A	N/A	N/A			Exam – ICC National Standard 2018 code year or new; Solar license - NABCEP, Master Plumber - State Cards, Master Electrician – State Cards <ul style="list-style-type: none"> No exam required for Signs, Awnings, Demolition, **Fire Alarm Systems, **Fire Sprinkler Systems, Fireplace Appliances, **Flammable Fuel Facilities, Wireless Telecommunication Systems No exam required for license holder that is designating another person as their supervisor's certificate holder <small>(**Requires approval from Poudre Fire Authority)</small>
							General Liability and Worker's Compensation (if you have field employees) <ul style="list-style-type: none"> Minimum \$2 million aggregate coverage on general liability The "City of Fort Collins, 281 N. College Ave., Ft. Collins, CO 80524" must be listed as a certificate holder
	N/A	N/A	N/A	N/A	N/A	N/A	Project Verifications (3) – Must be complete, including documentation <ul style="list-style-type: none"> Must be verified and signed by other than the applicant (supervisor's certificate holder) Must attach copies of permits for each verification Must attach C/O, LOC or passing final inspection information for each verification
					N/A		Fee – There is a \$75 application fee for all new license and supervisor's certificates <ul style="list-style-type: none"> \$300 - New license and supervisor's certificate or reinstatement (Includes \$75 non-refundable application fee) \$225 - Renewal of license and supervisor's certificate - General and subcontract trades \$200.00 – Master Plumber, Exempt Subcontractor \$100 – New supervisor's certificate only \$25 – Renewal of supervisor's certificate only

