



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



Development Review Center
281 N. College Ave., Fort Collins, CO 80524
contractor\_licensing@fcgov.com
970.224.6165

General Contractor Application
(Incomplete application packets will not be accepted)

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

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

Business Name

License Holder (Applicant)

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

Mailing Address

Phone# Mobile# Fax#

E-Mail Address

- General Contractor license desired
Class A, Class A-DR, Class B, Class B-DR, Class C1, Class C1-DR, Class C2, Class C2-DR, Class D1, Class D2, Class D-DR, Class E(C), Class E(R), Class MM

- Credential Category
License & Supervisor Certificate
License Only
Supervisor Certificate Only

Contractor licenses currently held (other jurisdictions)

Exam Information
(Testing certificate required for each license classification)
Class A, A-DR, B and Class B-DR = ICC National Standard Contractor A, G11
Class C1, C1-DR, C2, C2-DR, Class E(C) = ICC National Standard Contractor B, G12
Class D1, D2, D-DR, E(R), Class MM = ICC National Standard Contractor C, G13

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 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: \_\_\_\_\_  
\_\_\_\_\_



Employee Affidavit

I \_\_\_\_\_ as License Holder for \_\_\_\_\_
\_\_\_\_\_ (Company Name), City of Fort Collins License No. \_\_\_\_\_

hereby declare and attest to the following selected items:

Must select Yes or No

- No employees - The company does not have payroll employees that will be working on a job site(s) within the City of Fort Collins.

OR

- Yes, employees - The company does employ regulated payroll trade employees.
I understand that an employee is defined as a person who is supervised by the license and supervisor's certificate holder(s) and is eligible under Colorado's worker's compensation law, is personally paid an hourly wage or salary and is not paid through a contract or paid to a company name.

AND

- I understand that paying or exchanging in-kind trade to any party to perform work who is not considered an "employee" by the above definition, or any party who is not considered an exempt specialized trade subcontractor constitutes a violation of the Code of the City of Fort Collins, if such party is not in possession of their own Fort Collins license.

I understand that failure to comply with any of the above conditions, or the submittal of inaccurate information, may result in revocation of the above-referenced license, revocation of any permits associated with the above license, and forfeiture of any fees that have been collected.

This form must be accurately completed and notarized upon submission.

Applicant signature, must be signed not typed

STATE OF \_\_\_\_\_)

COUNTY OF \_\_\_\_\_)

The foregoing Affidavit was acknowledged before me this \_\_\_\_\_ day of \_\_\_\_\_,
by \_\_\_\_\_

Witness my hand and official seal.

My Commission expires:

Notary Public



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# CONTRACTOR LICENSING PROJECT VERIFICATION

This verification form is used to provide proof of experience for the applicant as having acted in the principal role of contractor (license only) and/or primary project supervisor (on-site).

## STEP 1: Name

This section must be completed by the individual applying for a Supervisor's Certificate.

### Applicant Information

Name \_\_\_\_\_ Company \_\_\_\_\_

### Qualifying Project Information

Address \_\_\_\_\_ Date Completed \_\_\_\_\_

### Documentation - Must attach copies of each

REQUIRED:  Permit # \_\_\_\_\_ SELECT ONE TO ATTACH:  Final Inspection  Certificate of Occupancy

## STEP 2: Verification

This section must be completed by an individual other than the applicant and who is not affiliated with the applicant or applicant's business in the referenced project. No suppliers.

### Verifier Information

Name \_\_\_\_\_ Company \_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_

VERIFIERS ROLE (select one)  Homeowner  Business Owner  Contractor  Other \_\_\_\_\_

### Qualifying Project Verification

Describe the Project. Include a detailed description of the work completed by the applicant. Use additional sheet if necessary.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Project Value. Calculated by combining the Building Cost, Labor, Materials and Profit. \_\_\_\_\_

BUILDING TYPE  Commercial  Residential SQUARE FEET \_\_\_\_\_ STORIES \_\_\_\_\_

APPLICANTS ROLE (select one)  On-site (supervisor)  Off-site  Do not know this person  Other \_\_\_\_\_

## STEP 3: Certification (To be completed by verifier)

By signing below, I certify all information contained in this Project Verification is true and correct to the best of my knowledge, and I further understand that failure to provide true and correct information may lead to denial of application, license being suspended or license revocation.

Print Name \_\_\_\_\_ Signature \_\_\_\_\_

### Office use only - below

Reviewed By \_\_\_\_\_ Date \_\_\_\_\_ License Class \_\_\_\_\_



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