



## 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>
							<b>Immigration Affidavit</b> – Must check appropriate box, sign, and date
		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> (**Requires approval from Poudre Fire Authority)
							<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

**Exempt Specialized Trade Contractor Registration**

**New Registration**

**Business Name Change**

**Renewal**

• Registration # \_\_\_\_\_

**Reinstatement**

(If expired more than 60 days)

<b>Office Use Only</b> Issue Date: _____ Exp. Date: _____ Registration # _____ CL: _____
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**Business Name** \_\_\_\_\_

**Applicant and registration contact** \_\_\_\_\_

**Mailing Address** \_\_\_\_\_

**Office#** \_\_\_\_\_ **Mobile#** \_\_\_\_\_ **Fax#** \_\_\_\_\_

**E-Mail Address** \_\_\_\_\_

**This Exempt Specialized Trade Contractor is:**

- An Individual
- A Crew of Independent Contractors (Requires a direct subcontract with each individual + an Exempt Specialized Contractor Registration form for each individual)
- Partners (Requires proof of partnership arrangement)
- Other \_\_\_\_\_

# of workers assigned to named Exempt Contractor expected to be on job site \_\_\_\_\_

**Exempt Specialized Trade Registration 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 Poudre Fire Authority approval

Name of person applying for credentials *[print]* \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

<b>Office Use Only</b> \$200 registration fee received _____ Yes _____ No _____ Date _____ Staff _____ Authorized Signature _____ Date _____
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## AFFIDAVIT

**Pursuant to section 24-76.5(4)(b), C.R.S.**

I swear or affirm under penalty of perjury under the laws of the State of Colorado that I am (check **one** of the following):

- A United States citizen: or
- A legal Permanent Resident of the United States: or
- Otherwise lawfully present in the United States pursuant

I understand that this sworn statement is required by law because I have applied for a public benefit as defined by law. I understand that state law requires me to provide proof that I am lawfully present in the United States prior to receipt of the public benefit. I further acknowledge that making a false, fictitious, or fraudulent statement or representation in this sworn affidavit is punishable under the criminal laws of Colorado as perjury in the second degree under Colorado Revised Statute §18-8-503 and it shall constitute a separate criminal offense each time a public benefit is fraudulently received.

If I checked the second or third option above, I understand that my lawful presence in the United States will be verified through the Federal Systematic Alien Verification of Entitlement Program (SAVE Program).

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Signature

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

\_\_\_\_\_  
Date

**For office use only:**

\_\_\_\_\_  
City of Fort Collins License #

\_\_\_\_\_  
City of Fort Collins Supervisor's Certificate #