



## 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

Exempt Specialized Trade Contractor Registration

[ ] New Registration

[ ] Business Name Change

[ ] Renewal

[ ] Reinstatement

• Registration # \_\_\_\_\_

(If expired more than 60 days)

Office Use Only
Issue Date:
Exp. Date:
Registration #
CL:

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 \_\_\_\_\_

Office Use Only
\$200 registration fee received Yes No Date Staff
Authorized Signature Date