



Contractor Licensing
281 N. College Avenue
PO Box 580 Fort Collins, CO 80522
970.416.2740 970.224.6134 - fax
www.fcgov.com/nbs/contractor.php

EXEMPT SPECIALIZED TRADE SUBCONTRACTOR
IDENTIFICATION FORM

The following Exempt Specialized Trade Subcontractor is being used by:

Name of Licensed Specialized Trade Contractor

License #

Name of Exempt Subcontractor: _____

Address: _____

Phone # _____ Mobile Phone # _____

This Exempt Specialized Trade Subcontractor is:

- ☐ An Individual
- ☐ A Crew of Independent Contractors (Requires a direct subcontract with each individual + an Exempt Specialized Trade Subcontractor form for each individual)
- ☐ A Crew with payroll employees (Requires proof of worker's compensation insurance)
- ☐ Partners (Requires proof of partnership arrangement)
- ☐ Other _____

of workers assigned to named Exempt Subcontractor expected to be on job site _____

Type of Specialized Trade:

- | | |
|--|---|
| <input type="checkbox"/> Alarm Systems | <input type="checkbox"/> Miscellaneous & Minor Structures |
| <input type="checkbox"/> Awnings | <input type="checkbox"/> Roofing |
| <input type="checkbox"/> Cast-in-Place Concrete | <input type="checkbox"/> Refrigeration |
| <input type="checkbox"/> Demolition | <input type="checkbox"/> Signs |
| <input type="checkbox"/> Fire Sprinkler System | <input type="checkbox"/> Solar Energy |
| <input type="checkbox"/> Fireplace Appliances | <input type="checkbox"/> Special Fire Extinguishing |
| <input type="checkbox"/> Flammable Fuel Facilities | <input type="checkbox"/> Wood Frame Construction |
| <input type="checkbox"/> Gas Piping | <input type="checkbox"/> WTS |
| <input type="checkbox"/> HVAC | |

It is my understanding that when using Exempt Specialized Trade Subcontractors I am required to employ a qualified Supervisor who is 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).

License Holder

Date

Attach to this form:

- Verification of direct subcontract with listed Exempt Subcontractor
- Current copy of general liability insurance showing coverage for listed Exempt Subcontractor
- Current copy of worker's compensation insurance showing coverage for any payroll employees of listed Exempt Subcontractor



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EMPLOYEES AND EXEMPT SPECIALIZED TRADE SUBCONTRACTORS

Employees:

If an employee on the job site is someone other than the license holder or the supervisor certificate holder, you must provide a list of all those employees with their full name and the last four digits of their social security number and valid worker's compensation insurance to the Community Development & Neighborhood Services Department. You are responsible for keeping the list updated. **If employees are found on the site and are not on the list you provided to us, a stop work order will be issued.**

Partners can obtain identification cards by submitting copies of documents verifying the existence of the partnership, i.e., a partnership agreement, trade name registration, or tax forms.

Subcontractors and/or independent contractors are required to have their own license with the exception of exempt specialized trade subcontractors (see below).

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).

Exempt specialized trade subcontractors may not be used by any Class A, B, C-1, C-1 RR, C-2, D-1, D-2, D-2RR, E, or E2 general contractors.