



# fort collins contractor licensing

281 N. College Ave., P.O. Box 580; Fort Collins, CO 80522-0580; Voice: 970 221 6767 FAX: 970 224 6134

## 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 full 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:**

Employee identification cards are required for all payroll trade employees regulated herein who are performing work on a Ft. Collins job site, if the employee is someone other than the license holder or the supervisor certificate holder. To obtain employee identification cards, copies the employees' W-4 forms, together with a current copy of worker's compensation insurance must be submitted to the Building & Zoning department.

As employees are hired throughout the year, a copy of the new employee's W-4 form should be faxed or mailed to Building & Zoning, and an employee identification card will be forwarded to your company. Employee identification cards should be collected from those employees who are terminated from your company and destroyed. **It is important to stay current on this since building inspectors may ask for such identification while on job sites and may instruct employees who do not have an appropriate identification card to stop working until one has been obtained.**

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).

Each exempt specialized trade subcontractor must be registered with the Building & Zoning Department. (See Page 40 for form). All exempt specialized trade subcontractor must provide proof of general liability insurance coverage and, if utilizing payroll employees, proof of worker's compensation insurance coverage for all employees.

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