



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



Development Review Center
281 N. College Ave., Fort Collins, CO 80524
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970.224.6165

Master Plumber / Master Electrician Registration

☐ **New Registration**

☐ **Business Name Change**

☐ **Renewal**

• Registration # _____

☐ **Reinstatement**

(If expired more than 60 days)

Office Use Only

Issue Date: _____

Exp. Date: _____

Registration # _____

CL: _____

Business Name _____

Registrant (Applicant) _____

Mailing Address _____

Phone# _____ **Mobile#** _____ **FAX#** _____

E-Mail Address _____

Registration Requested

Master Electrician ☐ Master Plumber ☐

(Must be listed with the State of Colorado as the supervising individual)

The following must also be submitted along with the checklist items to process this registration request:

Incomplete registration packets will not be accepted

☐ Copy of current Master Electrician or Master Plumber License

☐ Copy of current Active State of Colorado Contractor's Card

Name of person applying for registration *[print]* _____

Signature _____ Date _____

Office Use Only

\$200 registration fee received _____ Yes _____ No Date _____ Staff _____
(Plumbers only)

Authorized Signature _____ Date _____



Employee Affidavit

I _____ as Registration Holder for _____
_____(Company Name), City of Fort Collins Registration 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