



Community Planning and Development
Office of the Manager
Contractor Licensing
201 W Colfax Ave, Dept 205
Denver, CO 80202
P: 720-865-2770
www.denvergov.org/contractor_licensing

STEPS TO APPLY FOR A CONTRACTOR LICENSE

1. Applications are to be printed in ink or typewritten and completed in every detail. If you are applying for a Right-of-Way or Sewer license please use the Right-of-Way license application. Please be sure to fill in the specific license type you are applying for on license classification line of application.
2. All Contractor License applications must be in original format with an original signature from the owner, officer, member, partner, or sole proprietor. **As original signatures are required, no faxed or photocopied signatures will be accepted.**
3. Applications must be filed in person at the Contractor Licensing office, 201 W. Colfax Ave., Dept. 205. We are located on the second (2nd) floor of the Wellington E. Webb Municipal Building.
4. All Contractor Licenses (**except Electrical and Plumbing A**) require a current Supervisor Certificate Holder to be associated and attached to the license at all times (Number 7 on License Application). A "Supervisor Certificate holder" is a qualified individual that has been issued a Supervisor Certificate by this office.
5. The Supervisor Certificate Holder, as listed on Number 7 on the Contractor License application, must appear in person in this office to sign a "Supervisor Statement of Responsibility Affidavit". Please make sure the Certificate holder has his current Certificate card or if obtaining a new Certificate card that has been approved, the individual should also have the \$60 fee for the Certificate to be issued.
6. If the Supervisor Certificate Holder is **not** an owner, officer, partner, member, or the sole proprietor; the supervisor must bring a letter on company letterhead stating that he or she will be the "Supervisor of Record" for the company for the type of license being applied for. The letter **must** be signed by a corporate officer, partner, member of the LLC, or the sole proprietor.
7. Additional supporting documents are required depending on the legal status of the company. **(See the Explanation of Supporting Secretary of State Documents list).**
8. Any officer of a Corporation, member of a LLC, partner in a Partnership, or the Sole Proprietor signing and submitting documentation for a Contractor License **must be listed on current filings with the Colorado Secretary of State or must provide notarized Minutes of a Meeting or other notarized list of current owners, officers, members, or partners along with Secretary of States papers.**
9. It is a mandatory requirement that all Contractor License applicants have read Chapter 1 of the Denver Building Code prior to signing and submitting application. Chapter 1 explains what your responsibilities are as a License holder in the City & County of Denver.
10. Sole Proprietors using a Trade Name or Individuals using a personal name only that are applying for a license must provide an Affidavit of Lawful Presence and proof that he or she is lawfully present in the United States. Applicants submitting their application with original secure and verifiable identification, who sign the Affidavit of Lawful Presence in-person, do not need to supply notarized copies. Anyone bringing in documentation who is not the applicant must have both the affidavit notarized and the copy of a secure and verifiable identification notarized. **(This requirement does not pertain to Corporations, Partnerships, or LLC's)**

11. Electrical Contractors must present a current State of Colorado Electrical Contractor card with their application along with a copy of the Master Electrician's driver license or ID. **There is no licensing fee for Electrical Contractors and the license is valid for three years.** The company name listed on the State Electrical Contractor card must match exactly the company name as filed with the Secretary of State (**See the Explanation of Supporting Secretary of State documents list**).
12. Plumbing Contractors must present a current State of Colorado Plumbing Contractor card with their application along with a photocopy of the Master Plumber's Driver license or ID. **The fee for Plumbing A Contractor License is \$160 and is valid for two years.** The company name listed on the State Plumbing Contractor card must match exactly as your company is registered with the Colorado Secretary of State. (**See the Explanation of Supporting Secretary of State documents list**)
13. Fire Protection A & B Contractors must additionally supply a current State of Colorado Fire Suppression certificate with their application.
14. Fees are as follows: All contractor licenses are \$250.00 for three years. Plumbing A licenses are \$160.00 for two years. Electrical Contractor licenses \$0 for three years. **Checks or Money orders should be made payable to "Manager of Finance".**
15. **Contractor License Applications must be signed by an owner/officer/partner/member and that individual must also submit a photocopy of their State issued photo identification.**
16. A License card will be issued only to a corporate officer, partner, member of the LLC, or sole proprietor as listed on submitted documentation. Duplicate/Additional license cards are \$25.00 each. To authorize another individual to pick up a License Card or duplicate/additional cards, submit a currently dated letter of authorization signed by a corporate officer, partner, member of the LLC, or the sole proprietor stating that the individual listed is authorized to pick up the "License card" for the company listed.
17. Denial of a license may be appealed to the Board of Appeals in the manner provided by Chapter 1 of the Denver Building Code Amendments.

PERMITS WILL NOT BE ISSUED UNTIL A CONTRACTOR LICENSE HAS BEEN OBTAINED



DENVER
THE MILE HIGH CITY

City and County of Denver
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CONTRACTOR LICENSE APPLICATION

OFFICE USE ONLY	
License Approved	<input type="checkbox"/>
License Disapproved	<input type="checkbox"/>
For the Manager:	
By	_____
Date	_____
License #	_____

APPLICATION TO BE PRINTED IN INK OR TYPEWRITTEN

- License Classification: _____
- NAME: Print Name of Individual or Company Name under which business will be conducted: _____
Exactly as it is to appear on license
- a. Business/Mailing Address: _____ Phone #: _____
Street and Number City, State Zip Code
- b. Local Address if different from above: _____ Phone #: _____
Street and Number City, State Zip Code
- Cell #: _____ Fax #: _____ Email: _____
- a. Applicant intends to do business as a:
 Sole Proprietor* Partnership Corporation LLC
- b. For Sole Proprietorships using a trade name or Individuals using a personal name - * Secure and Verifiable Identification is required with the Affidavit of Lawful Presence.

IMPORTANT NOTES:

A **Change of Name or Address** of a licensee shall be reported to Contractor Licensing **within 15 days** after making the change.
A **Change of Legal Entity** of a licensee shall require that a new license be obtained **within 30 days** after the entity change has been made.

PERSONNEL OF APPLICANT

- If the applicant is a sole proprietor, name the sole proprietor; if a partnership, name all partners; if a corporation*, name all of the officers(i.e. President, Vice Pres, Sec) of the company; if an LLC*, name all members of the llc.
***Notarized Minutes of a Meeting may be required to establish the identity of all officers or members of the company.**

NAME	TITLE (Individual, Partner, or Officer Title)	DATE OF BIRTH	RESIDENTIAL ADDRESS AND TELEPHONE (Required to Obtain License)

- SUPERVISOR (Must appear in person at time of application)**

Name: _____ Birth date: _____
Address (Home): _____ Phone: _____
Certificate #: _____ Certificate Type: _____

8. a. Has any person listed under "Personnel of Applicant" ever had a License under the Denver Building Code? ____
 b. Under other States? _____ If yes, which State and kind of license and years held: _____

9. Has any person listed under "Personnel of Applicant" ever been denied a License under the Denver Building Code?
 _____ If "Yes", give name, kind of license and approximate date of denial: _____

10. Have you ever had a License or Certificate revoked in the City of Denver? _____ If so, give reason for
 revocation: _____
11. Has the applicant read Chapter 1 of the Denver Building Code? _____

WARNING: Statements made in this application are subject to verification and false or misleading statements may be cause for disapproval of the application, or, if a license has been granted, for revocation thereof upon discovery. Contractor Licenses are issued by authority of the Denver Building Code. This application must be accompanied by the required license fee and supporting documents. Make checks payable to: Manager of Finance. **All documents are to be submitted in person to the office of Community Planning & Development, Contractor Licensing, 201 W Colfax Ave, Dept. 205, Denver, CO, 80202.**

The undersigned, as sole proprietor, partners, corporate officer, or member of an LLC certifies that he or she is authorized to act for applicant and vouches for the truth of all statements made herein and on supplementary papers attached hereto. "I understand all work must comply with the Denver Building Code."

Signature of Individual, Owner, Member, or Officer of Company*: _____

*Person signing application must submit a legible copy (preferably enlarged) of their current State-Issued Driver's License or State-Issued Photo ID

Title: _____

Date: _____

DO NOT WRITE BELOW THIS LINE

OFFICE USE ONLY