

Where to Apply for a Contractor's License:

- **Online** at www.denvergov.org/contractorlicensing
- **In person** at the Contractor Licensing desk on the 2nd floor of the Webb Municipal Building, 201 W. Colfax Ave., Denver, CO 80202.
- Or, **by mail** to Contractor Licensing, 201 W. Colfax Ave., Dept. 205, Denver, CO 80202.

Applications submitted online or in person will take approximately 7-10 business days for review. Mail-in applications may take up to 14 business days. License fees are posted at www.denvergov.org/contractorlicensing. For mail-in or in-person applicants, please make checks payable to "Manager of Finance." Online applicants will be prompted to pay online once the license application is approved.

Prerequisites: Supervisor Certificate Holder or State Electrical/Plumbing License

A "supervisor certificate holder" is a qualified individual who has been issued a supervisor certificate by this office. Before applying for a contractor's license, an applicant must hold a supervisor certificate, employ a supervisor certificate holder, or hold a Colorado electrical or plumbing license. License applications are not accepted until supervisor certificates have been approved.

Steps to Apply:

1. Read Chapter 1 of the Denver Building and Fire Code. Chapter 1 explains your responsibilities as a license holder in the City and County of Denver.
2. Complete the application on page 3. Please be sure to fill in the specific license type you are applying for on the "license classification" line of the application. If you are applying for a right-of-way (ROW) or sewer license, use the ROW application available from Contractor Licensing.
3. The supervisor certificate holder must submit a "Supervisor Statement of Responsibility" with the license application. See page 5.
4. If the supervisor certificate holder is **not** a company owner, officer, partner, member, or 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 also be signed by an owner, officer, partner, member, or the sole proprietor.
5. Submit Secretary of State documentation according to the legal status of the company. The list of required documents is available from www.denvergov.org/contractorlicensing.
 - **Please note:** Any company officer, member, partner, or sole proprietor signing and submitting documentation for a contractor's license must be listed on current Secretary of State filings. Alternatively, you may provide notarized meeting minutes or a notarized list of current owners, officers, members, or partners along with the Secretary of State documents.

6. Sole proprietors using a trade name and individuals using a personal name must sign the Affidavit of Lawful Presence on page 6 and attach a photocopy of their “Secure and Verifiable Identification.” The list of acceptable ID documents is provided on page 6. Applicants signing the affidavit in person do not need to have it notarized. Applications submitted online, by mail, or by someone other than the applicant must have the affidavit and identification notarized. **(This requirement does not apply to corporations, partnerships, or LLCs.)**
7. 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’s 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 contractor card must match *exactly* the company name filed with the Secretary of State.
8. 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’s license or ID. The license fee is \$160 and the license is valid for two years. The company name listed on the state contractor card must match *exactly* the company name filed with the Secretary of State.
9. Fire Protection A & B contractors must present a current State of Colorado Fire Suppression certificate with their application.
10. All applications must be signed by an owner/officer/partner/member and that individual must also submit a photocopy of their State-issued photo identification.
11. A license card will be issued only to a corporate officer, partner, member, or sole proprietor as listed on the submitted documentation, unless a corporate officer, partner, member, or sole proprietor submits a dated and signed letter affirming that the individual listed is authorized to pick up the “license card” for the company listed. Duplicate license cards are \$25 each.
12. Denial of a license may be appealed to the Board of Appeals in the manner provided by Chapter 1 of the Denver Building and Fire Code.

A contractor’s license is required to receive permits.

Please type or print in ink.

License Classification: _____

Name of Individual or Company Conducting Business (exactly as it is to appear on license):

Business/Mailing Address: _____
(Street number, name) (City, state) (Zip code)

Phone: _____

Local Address: _____
(if different from above) (Street number, name) (City, state) (Zip code)

Phone: _____

Cell Phone: _____ Email: _____

Do not write in this space.

Approved: Denied:

For the Manager:

By: _____

Date: _____

License #: _____

Applicant intends to do business as a:

Sole Proprietor* Partnership Corporation LLC

*For sole proprietorships using a trade name or individuals using a personal name, secure and verifiable identification is required with a signed Affidavit of Lawful Presence.

IMPORTANT NOTES:

A Change of Name or Address of a licensee must be reported to Contractor Licensing within 15 days.

A Change of Legal Entity of a licensee will require a new license within 30 days.

PERSONNEL OF APPLICANT

If the applicant is a sole proprietor, name the sole proprietor; if a partnership, name all the partners; if a corporation*, name all of the officers of the company (e.g., president, vice president, secretary, etc.); if an LLC*, name all of the members of the LLC. *Notarized meeting minutes may be required to establish the identity of all officers or members of the company.

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

SUPERVISOR CERTIFICATE HOLDER

Name: _____ Date of Birth: _____

Home Address: _____ Phone: _____

Certificate #: _____ Certificate Type: _____

Has any person listed under "Personnel of Applicant" ever had a license under the Denver Building Code? Yes No
In other states? Yes No

If yes, which state, type of license, and years it was held: _____

Has any person listed under "Personnel of Applicant" ever been denied a license under the Denver Building Code? Yes No

If yes, give name, type of license, and approximate date of denial: _____

Have you ever had a license or certificate revoked in the City and County of Denver? Yes No

If yes, give reason for the revocation: _____

Has the applicant read Chapter 1 of the Denver Building and Fire Code? Yes No

WARNING: Statements made in this application are subject to verification. False or misleading statements may be cause to deny the application, or if a license has been granted, revocation thereof upon discovery. Contractor licenses are issued by authority of the Denver Building and Fire Code. This application must be accompanied by the license fee and supporting documents. Make checks payable to: Manager of Finance.

The undersigned, as sole proprietor, partners, corporate officers, or members of an LLC certify that they are authorized to act for the 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 and Fire Code."

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

Title: _____

Date: _____

*Person signing must submit a legible copy of their current state-issued driver's license or state-issued photo ID.



SUPERVISOR'S STATEMENT OF RESPONSIBILITY

- This form must be submitted for all licenses that require a supervisor certificate holder.
- The only license types that do not need to submit this document are electrical, plumbing, and right-of-way (ROW).

I, _____, am employed by _____
(name) (company name)

_____ in an ACTIVE, FULL-TIME capacity as SUPERVISOR
(company name continued)

for all work performed under the company's _____ license.
(license type)

My residential or local address (if from out of state) is:

My daytime telephone number is _____.

My Supervisor certificate number is _____.

My Supervisor certificate type is _____.

I have read Chapter 1 of the Denver Building and Fire Code and hereby acknowledge that I must adhere to the requirements of the code: www.denvergov.org/buildingcode.

SIGNED: _____

DATED: _____

