

RIGHT-OF-WAY CONTRACTOR LICENSE
APPLICATION PROCESS AND FEES

Type of License	Type of Fee	Fees
ROW Excavator	License Fee	\$50.00
ROW Cement Sidewalk	License Fee	\$50.00
ROW Paving	License Fee	\$125.00
ROW Special	License Fee	\$50.00
ROW General*	License Fee	\$200.00
ROW Structural	License Fee	\$100.00
Sewer Contractor	License Fee	\$50.00
ROW Alley Paving	License Fee	\$125.00

GENERAL INSTRUCTIONS

1. Complete all pages of the application form and return it to the Denver Contractor Licensing Office, 201 W. Colfax Ave, Dept. 205, Denver, CO 80202. Incomplete applications cannot be accepted and will be returned to the applicant. You can complete it by hand in its entirety, or there are parts that can be completed digitally, but the document requires original signatures, not electronic signatures. **Please print document single-sided. Do not forget to sign and date the application and/or bond form. Applications and bond forms can only be signed by an owner/officer/member/partner of the applicant company.**
Be sure to completely answer all questions on the “Statement of Experience”. Use “N/A” in answering questions that do not apply in the applicant’s situation. All affidavits must be notarized. If the applicant is a Partnership, Corporation or Limited Liability Corporation, a Company Affidavit must be completed and submitted with a photocopy of the owner/officer photo ID.
2. All Bonds need to be submitted in the original form (no copies can be accepted). Use the City & County of Denver License Bond forms, stamped with the Surety Company’s seal. Be sure the bond is issued in the applicant’s name if applying as an individual or company name when applying for the ROW license. If the applicant is a Corporation or Limited Liability Company, the bond document must be signed by an owner/officer/member/partner of the company. The surety company must attach a Power of Attorney to the bond.
3. Include a copy of the applicant’s Certificate of Liability Insurance with the City & County of Denver listed as additionally insured. **See Liability Insurance requirements.**

4. Include the appropriate fees with the application. Checks or money orders should be made payable to "Manager of Finance". No cash can be accepted. All licenses renew one year from month of issue.
5. If the applicant is applying for a **ROW General, ROW Paving** or **ROW Alley Paving** license, please include a list of construction equipment (owned or rented) used in your business.
6. If the applicant is applying for a **ROW Sewer** or **ROW General** license, the Employee Trade License Verification form must also be filled out and attached to application. It is a requirement for ROW Sewer or ROW General license holders that a State of Colorado Plumbing Licensed Contractor or Denver Certified Drainlayer Supervisor is in their employ at all times.
7. If applying for a **ROW General**, applicant(s) must be able to document a minimum of five (5) years experience in each of the ROW trades.
8. If the applicant is a **Sole Proprietor** or **Individual**, please provide an Affidavit of Lawful Presence as proof that they are lawfully present in the United States. Applications that are submitted with an original secure and verifiable identification, and who sign the affidavit in person, do not need to supply notarized copies. **If the application is submitted in person by anyone who is not the applicant, they 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 LLCs).
9. The applicant will be notified by the Denver Contractor License Office of their application's status within approximately 15-30 business days after the application has been submitted and reviewed. The application may be approved, rejected or returned for additional information needed to continue the review. Approved licenses may be collected at the Denver Contractor License Office, or can be mailed to the applicant upon request.

APPLICATION FOR PUBLIC RIGHT-OF-WAY LICENSE

Please type or print in Ink.

1. ROW License Classification being applied for (**MARK ONLY ONE**):

- | | |
|--|--|
| <input type="checkbox"/> ROW Cement Sidewalk | <input type="checkbox"/> ROW Special |
| <input type="checkbox"/> ROW Structural | <input type="checkbox"/> ROW Excavator |
| <input type="checkbox"/> ROW Sewer | <input type="checkbox"/> ROW Paving |
| <input type="checkbox"/> ROW General | ROW Alley Paving |

2. Individual/Company Name (exactly as it will appear on the license):

3. Is this application a reinstatement of a previously issued license? Yes No
If yes, what year was the previous license first issued? _____

4. Business/Mailing Address: _____

Local Address, if different from above:

Phone # _____ Cell # _____

Email Address: _____

5. Applicant Business Type (**select one**):

- | | |
|---|---------------------------------------|
| <input type="checkbox"/> Individual/Sole Proprietor | <input type="checkbox"/> Corporation |
| <input type="checkbox"/> LLC | <input type="checkbox"/> Other: _____ |

Personnel of the Applicant

Note: If the applicant is an individual, provide information regarding that individual. If the applicant is a partnership, provide information regarding all partners of the partnership. If the applicant is a corporation or LLC, provide information on all officers/members of the company, at a minimum the president, vice-president and secretary.

Name <small>(first, middle initial, last)</small>	Title/Position	DOB	Residential Address

(To include more personnel, add additional sheet)

Enclosures

- License fee (see fee schedule)
- signed Original Bond
- Certificate of Liability Insurance
- Construction Equipment List (ROW General or ROW Paving)
- Employee Trade License Verification (ROW Sewer or ROW General)
- Owner Driver License

Signed _____ **(print form and sign in ink)**

Title _____

Date _____

(Office Use Only - Do Not Write Below This Line)

Approved by _____ on date _____

Rejected by _____ Reason Rejected _____

STATEMENT of EXPERIENCE

Submitted by: _____

The signatory of this questionnaire guarantees the truth and accuracy of all statements and of all answers to interrogatories hereinafter made.

1. How many years has the applicant’s organization been in business as a contractor in Colorado under the present name? _____ years

2. How many years experience does the applicant’s organization have in relevant construction work as follows:
 As a General Contractor? _____ years
 As a Sub-Contractor? _____ years

3. List the applicant’s relevant right-of-way projects that have been completed during the past 5 years or the latest 10 projects. Attach additional sheets as necessary.

	Month/Year Completed	Type of Work (must pertain to type of license)	Contract Amount	Location of Work, Name of Client
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				

4. Has the applicant ever failed to complete any work awarded? Yes No
If so, provide the location of the work and reason therefore.

5. Has any owners, officers or partners of the applicant's organization ever been an owner, officer or partner of some other organization that failed to complete a construction contract? Yes No
If so, state name of individual, other organization, location of the work and reason therefore.

6. Has any owners, officers or partners of the applicant's organization ever failed to complete a construction contract handled in their own name? Yes No
If so, state name of individual, location of the work and reason therefore.

7. In what other lines of business is the applicant's organization, owners, officers or partners financially interested? Attach additional sheets as necessary.

8. For what CORPORATIONS, COMPANIES or INDIVIDUALS has the applicant performed work, when, and who can provide a reference? Provide contact information for each person listed. Attach additional sheets as necessary.

9. For which **CITIES, TOWNS OR MUNICIPALITIES** has the applicant performed work, when, and who can provide a reference? Provide contact information for each person listed. Attach additional sheets as necessary.

10. For which **COUNTIES** has the applicant performed work, when, and whom can provide a reference? Provide contact information for each person listed. Attach additional sheets as necessary.

11. For which **STATE BUREAUS OF DEPARTMENTS** has the applicant performed work, when, and who can provide a reference? Provide contact information for each person listed. Attach additional sheets as necessary.

12. For which **FEDERAL BUREAUS OF DEPARTMENTS** has the applicant performed work, when, and who can provide a reference? Provide contact information for each person listed. Attach additional sheets as necessary.

13. Provide the name of any persons whom the applicant has been associated in business with as partners or business associates in the last five years. Attach additional sheets as necessary.

COMPANY AFFIDAVIT

Corporations or LLCs:

Capital paid in cash \$ _____
When incorporated _____
In what state _____
President's name _____
Vice-President's name _____
Secretary's name _____
Treasurer's name _____

Partnerships

Date of Organization _____
State whether partnership is general,
LLP OR LLLP _____
Name, address and age of partners:

(HARD COPY WITH ORIGINAL SIGNATURES IS REQUIRED)

AFFIDAVIT for PARTNERSHIP

State of _____) ss.
County of _____) ss.

_____ being duly sworn, deposes and says:
That he/she is a partner of the Partnership of _____.
That said Partnership submitted the foregoing statement of experience and financial
condition.
That he/she has read the same, and that the same is true of his/her own knowledge.

Sworn to before me this _____ day of _____, 20_____.

Notary Public

Partner Signature

Name of Company

The foregoing statement and affidavits are
hereby approved.

Remaining Partners signatures
(Applicants sign exactly as proposals and contracts will be signed)

AFFIDAVIT FOR CORPORATION OR LIMITED LIABILITY COMPANY

State of _____) ss.
County of _____) ss.

_____, being sworn, deposes and says:

That he/she is _____
(Official Capacity)

of _____, the Corporation/LLC
submitting the foregoing statement of experience and financial condition.

That he/she has read the same, and that the same is true of his/her own knowledge.

Sworn to before me this _____ day of _____, 20_____.

Officer/Member signature

Notary Public

Full Name of Corporation/LLC

AFFIDAVIT FOR INDIVIDUAL

State of _____) ss.
County of _____) ss.

_____, being sworn, deposes and says:

That he/she is the person submitting the foregoing statement of experience and financial
condition.

That he/she has read the same, and that the same is true of his/her own knowledge.

Sworn to before me this _____ day of _____ 20_____.

Notary Public

Applicant signature

(Applicant signs exactly as proposals and contracts will be signed)