

Contractor Licensing/Registration Information Packet

1. Douglas County has no testing requirements.
2. Licensing/Registration applications take two (2) business days to process once a full and complete application is received.
3. New licensing requires the licensing payment to be made in the form of either cash or check and payment must be included as part of the application.
4. All contractor/sub-contractor licensing must be completed and/or updated prior to issuance of a Building Permit.
5. Application for Contractor Licensing.
 - a. Separate application forms must be completed if applying for more than one license type.
 - b. Print clearly on the application form.
 - c. Applications must be filled out completely, signed and dated.
 - d. Applications can be submitted in person or by mail to the Building Division at 100 Third Street Suite #20, Castle Rock, CO 80104, or faxed to 303.479.7271, or emailed to dbuilding@douglas.co.us .
6. Worker's Compensation.
 - a. In the event that your company is exempt with the State of Colorado from Worker's Compensation Laws, the Statement of Exemption Form must be completed.
 - b. If your company carries a Worker's Compensation policy, a certificate from your insurance provider must be submitted.
7. Affidavit of Lawful Presence.
 - a. Complete and sign the Affidavit of Lawful Presence (CRS Title 24 Article 76.5).
 - b. Photo ID or a copy of a photo ID (e.g. Colorado Driver's License) must be included with the Affidavit Form.
8. Insurance Certificates.
 - a. Policy holder/Insured name must match the name being listed as Company Name on the application.
 - b. Effective/Expiration dates must be valid.
 - c. Single occurrence limits on liability must meet at least the minimum required as listed in the amendments. Please note that we look at the "Occurrence" area, not the "General Aggregate" on the policy.
 - d. Douglas County Building Division must be listed as a Certificate Holder on the Certificate. (Address info below). This applies to both liability and Worker's Compensation.
 - e. Certificates must be signed and dated by an agent of the insurance company.

**Certificates must list: Douglas County Building Division
100 Third Street Suite #20, Castle Rock, CO 80104 as a Certificate Holder
Certificates can be faxed by your agent to 303.479.7271,
or emailed to: dbuilding@douglas.co.us**

Contractor Licensing Requirements

Sec.116 Contractor licensing requirements.

Permits will be issued only to licensed/registered contractors or their authorized representative.

A contractor shall be responsible for all work included under the scope of the contractor's license/registration whether or not such work is done by the contractor directly or by a sub-contractor which is exempt pursuant to this section.

It shall be the duty of any applicant for Electrical or Plumbing Registration to furnish copies of State contractor's license and master's license and send updates as new State licenses are issued or if licensed tradespersons are replaced. No permits for electrical wiring or plumbing work may be issued to any applicant unless such State license is properly verified and registered.

Sec 116.1 General. No contractor shall hire, employ, contract with or engage another person to perform any construction work unless the person so hired, employed, contracted with or engaged to perform construction work shall be licensed or registered as provided in this section. Foundation, framing, trim, insulation, and drywall subcontractors performing work for a licensed contractor shall not be required to be licensed.

Sec. 116.2 Class of license. It shall be unlawful to perform work which is not authorized under the scope or limits of work for which such license/registration was issued. License/registration classifications are as follows:

Sec.116.2.1 Building contractor-CLASS "A". This license shall entitle the holder to contract for the construction, alteration, tenant finish or repair of any type or size of structure permitted by the International Building Code or the International Residential Code.

Sec. 116.2.2 Building contractor-CLASS "B". This license shall entitle the holder to contract for the construction, alteration, or repair of multi-family (3 or more units) structures as permitted by the International Building Code or the International Residential Code.

Sec. 116.2.3 Building contractor-CLASS "C". This license shall entitle the holder to contract for the construction, alteration, or repair of single-family homes and duplexes as permitted by the International Building Code or the International Residential Code.

Sec.116.2.4 Building contractor – CLASS "D". This license shall entitle the holder to contract for the construction, alteration and repair of: but not limited to, garages, barns, basement finishes, alterations, decks, remodels and low voltage wiring as permitted by the International Building Code or the International Residential Code.

Sec.116.2.5 Mechanical contractor-CLASS "A". This license shall entitle the holder to perform any work in the heating, ventilation and air-conditioning fields.

Sec. 116.2.6 Mechanical contractor- CLASS "B". This license shall entitle the holder to perform any work in the heating field that does not involve mechanical refrigerating systems and equipment.

Sec. 116.2.7 Electrical contractor. Any person, firm, co-partnership, corporation, association, or combination thereof that undertakes or offers to undertake for another the planning, layout, supervision, installation or repair of wiring apparatus and equipment for electrical light, heat, and power. A registered professional electrical engineer who plans or designs electrical installations shall not be classified as an electrical contractor, Pursuant to C.R.S. 12-23-105, electrical contractors are licensed by the State of Colorado and are only required to register with Douglas County. Electrical contractors are exempt from the fee requirements of this section.

Sec. 116.2.8 Plumbing contractor. Any person, firm, co-partnership, corporation, association, or combination thereof that undertakes or offers to undertake for another the planning, layout, supervision, installation, modification or repair of plumbing systems. In order to act as a plumbing contractor the person, firm, partnership or corporation must either be or employ full-time a master plumber. Pursuant to C.R.S. 12-58-105, plumbing contractors are licensed by the State of Colorado and as such are only required to register with Douglas County. Plumbing contractors are exempt from the fee requirements of this section.

Sec. 116.2.9 Roofing contractor. This license shall entitle the holder to contract for the replacement and repairs of existing roofs as permitted by the International Building Code or the International Residential Code.

Sec. 116.3 Contractor license fee schedule. Contractor's license fees shall be as follows:

Class "A" Contractor \$250.00
Class "B" Contractor \$200.00
Class "C" Contractor \$150.00
Class "D" Contractor \$150.00
Mechanical Contractor \$150.00
Roofing Contractor \$150.00
Electric Contractor Exempt
Plumbing Contractor Exempt

Sec. 116.4 Probationary license. The Building Official may issue a probationary license where the Building Official determines that qualifications must be established prior to issuance of a regular license.

Sec. 116.5 Expiration of licenses and regulations. All licenses shall expire one (1) year from the date of issuance, registrations expire (30) days after the State issue licenses, unless otherwise provided. No permits may be obtained, nor may work already under permit be continued until the license or registration has been renewed. Applicants for license renewals shall meet all current requirements for a new license.

Sec. 116.6 Insurance requirements. Prior to issuance of a license/registration, the contractor shall file with the Building Official a certificate of liability insurance and worker's Compensation insurance. The insurance certificate must be signed by an agent of an insurance company stating that the policy or policies required by this section have been issued to the licensee. The policy or policies shall state the name of the company, effective date of such polices and the expiration date of policy or policies. Each policy of insurance shall contain an endorsement to the effect that the insurance carrier shall notify the Douglas County Building Division of the effective date of a reduction or cancellation of the policy. The cancellation or reduction of insurance below the required amount of coverage shall be cause for automatic suspension of the contractor's license or registration until coverage is reinstated. All policies shall be kept in effect for the period of the license.

Single occurrence liability insurance shall be required in the following coverage amounts: Class

"A" Contractor	\$1,000,000.00
Class "B" Contractor	\$1,000,000.00
Class "C" Contractor	\$500,000.00
Class "D" Contractor	\$300,000.00
Electrical Contractor	\$300,000.00
Plumbing Contractor	\$300,000.00
Mechanical Contractor	\$300,000.00
Roofing Contractor	\$300,000.00

Sec. 116.7 License suspension and revocation. The Building Official may issue written notice to any licensed contractor to show cause why its license should not be suspended or revoked and require such contractor to appear before the Board of Appeals for hearing of the complaint of the Building Official. At the hearing before the Board of Appeals the contractor shall have the right to present the case by oral and documentary evidence, to submit rebuttal evidence, and to conduct such cross-examination as may be required for a full and true disclosure of the facts

Suspension or revocation of a contractor's license shall not be construed to release the contractor from liabilities and obligations of completing his contract. During the period prior to the hearing before the Board of Appeals, the contractor shall not be allowed to make application for any other projects.

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Suspension or revocation of a contractor's license shall not be construed to release the contractor from liabilities and obligations of completing his contract. During the period prior to the hearing before the Board of Appeals, the contractor shall not be allowed to make application for any other projects.

The Board of Appeals, after review of the evidence presented, shall have the power to suspend or revoke a contractor's license for good cause shown. Good cause includes, but is not limited to the following:

- a. Violating any provisions of the Douglas County Building Code including any code, which are adopted by reference.
- b. Failure to comply with any lawful order of the Building Official or any other authorized representative of the Building Division pertaining to the administration of the building code and those codes adopted by reference.
- c. Using a contractor's license to obtain a permit required under this code for any other person, corporation or legal entity.
- d. Failure to reveal any material fact in the application for a contractor's license or permit or the supplying of information which is untrue or misleading as to any material fact in the application for a contractor's license or permit.
- e. Failure to obtain a proper permit for any work for which a permit is required.

The Board of Appeals may reinstate a license for any contractor whose license has been revoked, provided a majority of the Board votes in favor of such reinstatement for such reason as the Board may deem sufficient. In such case where the contractor's license has been revoked and the contractor is petitioning the Board for reinstatement, the petitioner shall follow the established policies for requesting such hearing and pay all applicable fees.

Sec. R202 Homeowner / Builder.

A homeowner / builder is a property owner who elects to act as the contractor of a residential dwelling. A homeowner / builder may secure a permit on only one residential dwelling in a twelve (12) month period with the intent of occupying the structure upon completion. Any person who builds two or more residences in unincorporated Douglas County in any twelve month period shall be deemed to be as contractor, who must then comply with Sec. R116. This section also allows the construction of buildings or structures accessory to a residential building, intended for the homeowner's own personal use and occupancy.

Sec. R202 Contractor.

A contractor is any person, firm, copartnership, corporation, association or other organization or any combination thereof who builds, constructs, alters, adds to, or repairs any building or structure either on its own property, or who supervises or advises on any such activity, or hires and pays subcontractors.

STANDARD LIABILITY INSURANCE REQUIREMENTS

Prior to a license or registration being issued, the contractor shall file with the building official, Certificates of Liability and Worker's Compensation Insurance. The insurance certificates must be signed by an agent of the insurance company stating that the policy or policies required by Douglas County have been issued to the licensee. The policy or policies shall state the name of the company, the effective date of such policies and the expiration date of such policies. Each policy of insurance shall contain an endorsement to the effect that the insurance carrier shall notify Douglas County Building Department of the effective date of a reduction or cancellation of the policy or policies. The cancellation or reduction of insurance below the required amount of coverage shall be cause for automatic suspension of the contractor's license or registration until coverage is reinstated. All policies shall be kept in effect for the period of the license.

GENERAL CONTRACTOR LICENSE

<u>A -General Contractor</u>	<u>\$1,000,000 Single Occurrence</u>
<u>B -General Contractor</u>	<u>\$1,000,000 Single Occurrence</u>
<u>C -General Contractor</u>	<u>\$500,000 Single Occurrence</u>
<u>D -General Contractor</u>	<u>\$300,000 Single Occurrence</u>
<u>Mechanical A&B</u>	<u>\$300,000 Single Occurrence</u>
<u>Roofing</u>	<u>\$300,000 Single Occurrence</u>
<u>Electrical</u>	<u>\$300,000 Single Occurrence</u>
<u>Plumbing</u>	<u>\$300,000 Single Occurrence</u>

Certificate of Insurance must be addressed; faxed or mailed to:

Douglas County Building Division
100 Third Street # 20 Castle Rock, CO 80104
Fax: 303.479.7271

*CERTIFICATE OF INSURANCE MUST LIST DOUGLAS COUNTY BUILDING
DIVISION AS CERTIFICATE HOLDER*

Application Date: _____

Circle those that apply to your application: NEW RENEWAL ACCOUNT CHANGE

Circle type of application: A B C D E MA MB P R

Print clearly and complete the following information:

Contractor Business Name: _____

Owner Name: _____

Email Address: _____

Business Phone: (____)____-____ Alternate Phone: (____)____-____

Fax Number: (____)____-____ Cell Number: (____)____-____

Address: _____

City: _____ State: _____ Zip: _____

Billing Address: _____

City: _____ State: _____ Zip: _____

Owner Signature: _____

Account Change Information: (if account change was indicated above, please complete the following)

DC Registration #: _____ Business Name on the account: _____

If changing license type, circle the type of license you will be changing to: A B C D E MA MB PR

Address and all other account changes: _____

General (GC)	A - \$250	B - \$200	C - \$150	D - \$150
Mechanical	MA - \$150	MB - \$150		
Roofing	R - \$150			
Electrical	No Fee	Document requirements of:	State of Colorado Electrical Contractor License	State of Colorado Master Electrical License
Plumbing	No Fee	Document requirements of:	State of Colorado Plumbing Contractor License	State of Colorado Master Plumbing License

Date Paid: _____ Cash r CC r Check r # _____

Fee Amount \$ _____ Clerk: _____

Statement of Exemption from Worker's Compensation Laws

Date: _____

I, _____, do hereby state that

(Company Name) _____

has **NO EMPLOYEES** and therefore is exempt from the State of Colorado Worker's
Compensation requirements.

I also understand that it is my responsibility in the hiring of subcontractors to make
certain that they are in compliance with The State of Colorado worker's
compensation insurance requirements.

Signature: _____

Print Name: _____

Company: _____

Contractor applicant, please complete, sign and return along with a copy of Photo ID (e.g. Colorado Driver's License)

Business Name _____

Douglas County Registration # _____

AFFIDAVIT OF LAWFUL PRESENCE
CRS Title 24 Article 76.5
Restrictions on Public Benefits

I, _____,
swear or affirm under penalty of perjury under the laws of the State of
Colorado that (check one):

- I am a United States citizen, or
 I am a Permanent Resident of the United States, or
 I am lawfully present in the United States pursuant to Federal law.

I understand that this sworn statement is required by law because I have applied for a public benefit. I understand that state law requires me to provide proof that I am lawfully present in the United States prior to receipt of this public benefit. I further acknowledge that making a false, fictitious, or fraudulent statement or representation in this sworn affidavit is punishable under the criminal laws of Colorado as perjury in the second degree under Colorado Revised Statute 18-8-503 and it shall constitute a separate criminal offense each time a public benefit is fraudulently received.

Signature

Date

Staff use only:

- Photo ID Presented
 Copy of Photo ID Attached

Received by: _____ Date: _____

Permit #:
_____Owner's Name:
_____Job Address:

Phone #: _____ Em _____ ail: _____

Electrical and plumbing contractors are licensed by the State of Colorado to help ensure that they are competent and capable of meeting the relevant technical and safety standards for your project. Each license type has a defined set of competence criteria that contractors must meet to achieve and maintain a license. Douglas County requires electrical and plumbing contractors to be registered with the County prior to doing any work within its boundaries.

General, mechanical and roofing contractors are not licensed by the State of Colorado. The Douglas County Building Division requires that these contractors be licensed by Douglas County prior to doing any work within its boundaries.

The Douglas County Building Division requires that contractors show proof of legal presence, current workman's compensation and liability insurance, and current state licensing when required.

Using an un-licensed or un-insured contractor may lead to unintended consequences or even civil liabilities.

THE DOUGLAS COUNTY BUILDING DIVISION CURRENTLY PROVIDES LICENSING AND REGISTRATION SERVICES AT NO ADDITIONAL COST TO THE CONTRACTOR.

Each contractor should have proof of licensing, insurance and warranty information available to you.

Initial the numbers below that are applicable for your permit regarding General Contractor and sub-contractors for Electrical, Plumbing & Mechanical.

- _____ 1. I affirm that, as the homeowner, I will be acting as my own General Contractor. I understand how to manage the project and when to request inspections.
- _____ 2. I affirm that, as the homeowner, I will do all of my own electrical work. I understand the correct way to do electrical work and when to request inspections.
- _____ 3. I affirm that, as the homeowner, I will do all of my own plumbing work. I understand the correct way to do plumbing work and when to request inspections.
- _____ 4. I affirm that, as the homeowner, I will do all of my own mechanical work. I understand the correct way to do mechanical work and when to request inspections.

Homeowners
Signature _____

Date _____