

Contractor Registration Information Packet

1. Douglas County has no testing requirements.
2. 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 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, 100 Third Street Suite #20, Castle Rock, CO 80104.
 - e. Electrical or Plumbing applications may be faxed to 303.479.7271.
6. Statement of Exemption Form.
 - a. This form shall be completed only in the event that your company is exempt with the State of Colorado from Worker's Compensation Laws.
 - b. If your company carries a Worker's Compensation policy, we need a certificate from your insurance provider.
7. 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 be 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**

Contractor Licensing Requirements

ADDITION (CONTRACTOR REGISTRATION) Sec.116 Contractor licensing requirements.

Add a new section to read as follows: 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.

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

Sec.116.2.1 Building contractor-CLASS "A". This registration 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 registration 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 registration 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 registration 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 registration shall entitle the holder to perform any work in the heating, ventilation and air-conditioning fields.

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 registration 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 registration fee schedule. Contractor registration 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 registration. The Building Official may issue a probationary registration where the Building Official determines that qualifications must be established prior to issuance of a regular registration.

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 registration has been renewed. Applicants for registration renewals shall meet all current requirements for a new registration.

Sec. 116.6 Insurance requirements. Prior to issuance of a 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 policies 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 registration until coverage is reinstated. All policies shall be kept in effect for the period of the registration.

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 Registration suspension and revocation. The Building Official may issue written notice to any registered contractor to show cause why its registration 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 registration 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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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 registration 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 registration 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 registration or permit or the supplying of information which is untrue or misleading as to any material fact in the application for a contractor's registration 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 registration for any contractor whose registration 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 registration 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.

ADDITION (DEFINITIONS) Sec. R202 Homeowner / Builder. Add a new definition to Sec. R202 to read as follows: 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.

ADDITION (DEFINITIONS) Sec. R202 Contractor. Add a new definition to Sec. R202 to read as follows: **CONTRACTOR.** A contractor is any person, firm, copartner ship, 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 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 registration until coverage is reinstated. All policies shall be kept in effect for the period of the registration.

GENERAL CONTRACTOR REGISTRATION

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

Certificate of Insurance must be emailed, faxed or mailed to:

Douglas County Building Division
100 Third Street # 20 Castle Rock, CO 80104
Fax: 303.479.7271
dcbuilding@douglas.co.us

***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 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 registration type, circle the type of license you will be changing to: A B C D E MA P R

Address and all other account changes: _____

Note: Contractor Licensing fees are currently waived in Unincorporated Douglas County

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 CC Check # _____

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: _____