



# City of Glenwood Springs

101 W. 8th Street Glenwood Springs, CO 81601

(970) 384-6450

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Building@cogs.us

## FOR OFFICE USE ONLY

PAYMENT	_____
CERTIFICATE OF INSURANCE	_____
WORKERS' COMP WAIVER	_____
LEGAL CRS	_____
TRADE CERTIFICATIONS	_____

## Application for Contractor's License and Registration

**This form is filled out every year unless specified otherwise. Please complete both pages.**

**Please Note:** Article 050.040.010 General Requirements (for Construction Trades Licenses), Section A states "...Such license may only be issued to a person and not to a business entity. A permit for a construction project may be issued before all subcontractors are determined, however, no work may be commenced by the sub-contractor until a license required by this Article is obtained..."

City Contractor License Number \_\_\_\_\_ **(Assigned by the City)**  
 Licensee (Person) Name \_\_\_\_\_  
 Business Name \_\_\_\_\_  
 Physical Address \_\_\_\_\_  
 Mailing Address (Including Zip Code) \_\_\_\_\_  
 Phone Number \_\_\_\_\_ Cell Phone \_\_\_\_\_ Fax Number \_\_\_\_\_  
 Email Address \_\_\_\_\_

Class Type	Cost	Description
_____ Class AA	\$200	<b>General Unlimited Contractor Board of Examiners Standardized Testing (B.E.S.T.) or International Code Council (ICC) Certification Required.</b>
_____ Class A	\$175	<b>Commercial Contractor</b> (Includes schools, hospitals, jails, assembly occupancies and hazard occupancies except Type I). <b>B.E.S.T. or ICC Certification Required.</b>
_____ Class B	\$150	<b>Light Commercial Contractor</b> (Excludes hospitals, jails, education buildings, and assembly when over occupant load of 50 and hazardous occupancies. May include A, B, E, F, M, R, S, and U occupancies except Type I). <b>B.E.S.T. or ICC Certification Required.</b>
_____ Class C	\$125	<b>Home Builder Contractor</b> (R-3 and U occupancies, specified in the I.R.C. as three stories and less). <b>B.E.S.T. or ICC Certification Required.</b>
_____ Class D	\$75	<b>Specialty Contractor</b> Specializing in: (May specialize in up to two trades). <b>B.E.S.T. or ICC Certification Required for Concrete, Mechanical, Carpentry (Framing), and Masonry.</b>
_____ Alarm Installation		<b>All fire alarm system installers are required to have National Institute for Certification in Engineering Technologies (NICET) Level 2 or higher in fire alarm installation.</b>
_____ Awning Installation		_____ Carpentry (Framing) _____ Concrete _____ Drywall
_____ Excavation		_____ Fire Sprinklers - <b>Installers need either be licensed by the State of Colorado or test locally.</b>
_____ Gas Fireplace/Stove Installation		- <b>National Fireplace Institute (NFI) Gas Specialist Certificate required.</b>
_____ Glass & Glazing		_____ Insulation _____ Irrigation _____ Landscape Construction
_____ Manufactured Home Installation		- <b>State Certification Number required.</b> _____ Masonry
_____ Mechanical		_____ Metal Stud Installation _____ Roofing _____ Sign Installer
_____ Stucco		_____ Structural Steel Erection _____ Other (please specify) _____
_____ Elec	No Charge	<b>Electrician - State Contractor and Master's License are required.</b>
_____ P1/GF	Prorated	<b>Plumber and Gasfitter - State Contractor and Master's License are required.</b>

**General Contractors - It is your responsibility as the General Contractor (GC) to make sure that all sub-contractors working at your job site are licensed and insured in compliance with the City of Glenwood Springs Municipal Code Title 050.040**

A contractor is responsible for any type of construction she/he may contract to build in the City of Glenwood Springs. Building permits must be obtained before any work can be started.

The Building Inspector, as required by the International Building Code, International Residential Code, International Mechanical Code, International Plumbing Code, and the building permit conditions, must inspect all work. A general contractor must have a means of knowing when plumbing and electrical work that is subcontracted is being installed properly.

**I certify that the above information is true to the best of my knowledge.**

\_\_\_\_\_  
Licensee Signature or Authorized Agent

\_\_\_\_\_  
Date Signed

**If you have no employees, you may sign the following Worker's Compensation Waiver in lieu of providing us with a certificate of insurance for worker's compensation. Please read the following carefully before signing.**

### Workers' Compensation Waiver

I certify that in the performance of the work for which this registration is issued, I will not be employing any person(s) so as to become subject to the worker's compensation laws of the State of Colorado.

Notice: If after making such certification, I become subject to the worker's compensation provisions of this code, I shall forthwith comply with the provisions of subsection 050.040.010.D of the Glenwood Springs Municipal Code or my registration shall be deemed revoked.

**Sign only if you do not have employees and do not carry Workers' Compensation Insurance.**

\_\_\_\_\_  
Licensee Signature or Authorized Agent

\_\_\_\_\_  
Date Signed

### Contractor's License Checklist

**Have you enclosed all of the following items (even if this is a renewal application)?**

\_\_\_\_\_ Completed and Signed Application

\_\_\_\_\_ Copy of your current B.E.S.T. card or ICC Certification (as indicated on the front of the form)

**Expired licenses will not be accepted.**

**Testing certifications (other than B.E.S.T. card) are valid if they are issued by the ICC.**

To obtain a new B.E.S.T. card, call to schedule a test at one of the following locations:

- City of Glenwood Springs 970-384-6410
- Town of Silt 970-876-235
- Town of Snowmass 970-923-5524
- City of Aspen 970-920-5041 or 970-920-5090

\_\_\_\_\_ Certificate of General Liability Insurance with the City of Glenwood Springs listed as the certificate holder. (Minimum \$500,000 for classes A, AA, and B, \$300,000 for classes C, D, and others.)

\_\_\_\_\_ Certificate of Worker's Compensation Insurance with the City of Glenwood Springs listed as the certificate holder & sign the Worker's Compensation waiver above if you have no employees.

\_\_\_\_\_ Make your payment by going to [www.cogs.us/pay](http://www.cogs.us/pay). Click on "Community Development Fees", and then "Click Here to Pay a Bill via Credit/Debit Card or E-Check"; then select Contractor License and follow the prompts to make the payment. **Please E-mail a copy of your receipt with your application.**

**[Email your application to Building@cogs.us](mailto:Building@cogs.us)**