



300 W 4th Street – Craig, CO 81625
Email: sarellano@ci.craig.co.us
970-826-2024

PROCEDURES FOR OBTAINING A CITY OF CRAIG CONTRACTOR LICENSE

This license will be valid within the city limits of Craig only. Any work performed outside the city limits in Moffat County requires you to be a registered Moffat County Contractor, apart from the town of Dinosaur, which is not under the jurisdiction of this building department.

1. APPLICATION

Complete and return with any other documentation to support experience (you made include a list of jobs completed and/or copies of others licenses you hold in other cities/counties). Submit payment for the appropriate issuance fee. (see Page 9) Please note the general contractor is responsible for ensuring any and all subcontractors also have a valid City of Craig contractor's license.

2. REFERENCE VERIFICATION

Use the Reference Verification form, attached at the end of application and also listed separately on website, to obtain 4-5 people who can verify your work experience for the type of classification you are applying for (such as clients, building inspectors, other contractors, customers, etc). You may also obtain a reference letter from them instead.

3. EXAM

A \$25 exam fee is required prior to exam being administered. The exam can be taken Monday through Friday, 8:00 am to 5:00 pm. You do not need to schedule a testing time; however, you will want to make sure you give yourself appropriate time to complete the test. Tests are based on the 2018 editions of the IBC and IRC with a combination of true/false and multiple-choice answers. Code books can be purchased online from the International Code Council at shop.iccsafe.org. Time limits are as follows:

Class A - 4 hours open book 50 questions, 4 hours closed book 50 questions, 2 hour open book supplemental 20 questions

Class B - 4 hours open book 50 questions, 2 hours closed book 25 questions

Other classifications - 2 hours open book 25 questions

Possible exemptions: If an exam is required, testing must be completed by applicant unless proof of an ICC test covering the 2018 international building codes can be provided. If applicant cannot provide adequate proof of testing, an exam at the City of Craig Building Department must be completed.

Note: Exams will only be administered once a completed application has been submitted and approved.

4. INSURANCE

Prior to issuance of license by the Building Department, a certificate of general liability insurance, and certificate of worker's compensation (if you have employees, if you do not please complete waiver within application-see page 10) must be submitted. Insurance coverage to be \$500,000 combined single limit for Class A and B. All other classifications must provide \$300,000 combined single limit coverage.

5. ISSUANCE

The license will be issued as soon as the applicable requirements above have been satisfied.

**If you have any questions, please contact Building Assistant Sierra Arellano at
970-826-2024 or sarellano@ci.craig.co.us**

EXPERIENCE REQUIREMENTS

For the license classifications of Class A and Class B, the applicant must have had 5 years of experience, within the last 10 years, as a Journeyman, Foreman, Supervisor or Contractor in the classification for which you are applying. This experience must be supported by 4-5 reference letters o.

For all other license classifications, except Gasfitter, the applicant must have 4 years of experience within the last 10 years, as a Journeyman, Foreman, Supervisor or Contractor in the classification for which you are applying. This experience must be supported by 4-5 completed Reference Verification forms or 4-5 reference letters.

For the license of Gasfitter, the applicant must have 2 years of experience in the last 10 years. This experience must be supported by 4-5 Certificates In Support, or reference letters.

CRITERIA FOR QUALIFYING EXPERIENCE

JOURNEYMAN:

Is an experienced workman in the trade in which he/she performs and is considered fully qualified as opposed to a trainee. Also applies to one who has completed an apprenticeship program.

FOREMAN/SUPERVISOR:

Is a person who has the knowledge and skill of a journeyman and also directly supervises the physical construction.

CONTRACTOR:

A contractor is a person who has the skills necessary to manage the daily activities of a construction business, including field supervision.

CRITERIA FOR ACCEPTABLE TECHNICAL TRAINING IN LIEU OF EXPERIENCE REQUIREMENTS

Acceptable technical training in an accredited school or completion of any approved apprenticeship program or related college/university education may be substituted for a portion of the required experience. The educational credit may be used for 2 years of the required 5 for Class A & B. The educational credit may be used for 1 year of the required experience in all other classifications. The balance of the required experience must be practical experience at a level of knowledge and skill expected of a journeyman in the classification being applied for. An applicant who wishes to claim training, apprenticeship, or education in lieu of practical experience must submit supporting documents as described below for evaluation.

Maximum of 1 year upon submission of:

Transcripts for an A.A degree from an accredited school/college in Building/Construction Management (an additional ½ year experience may be credited for evidence of course work involving actual on site construction.

Maximum of 1 year upon submission of:

A certificate of completion of apprenticeship from an accredited program or certified statement of completion of apprenticeship training from a union in the classification being applied for, or college/university official transcripts of record which verify substantial course work in architecture, construction technology, drafting, or engineering.

Maximum of 2 years upon submission of:

Transcripts for a 4-year degree from an accredited college/university in architecture, construction technology, or a field of engineering which is directly related to the classification of which applicant is applying for.

CONTRACTOR INFORMATION

Ordinance No. 1053 (2016)

15.24.030 LICENSE; ISSUANCE.

- A. **Application.** Applications for licenses shall be on such form as shall be provided by the building official and contain such information as may be required by the building official. Applicants may at any time, or from time to time, be required to furnish additional information with respect to their qualifications or other matters relating to or affecting their licenses as may be deemed necessary or desirable by the building official. Failure to furnish such information as may be required shall be grounds for denial of license and revocation of license. The application shall be accompanied by the appropriate application fee. This fee shall be nonrefundable. However, if an applicant is granted a license, the application fee shall be deducted from the issuance fee for the license. In addition, the application shall be accompanied by the exam fee, if applicable.
- B. **Review.** The building official shall review all license applications. If the license is denied or revoked, the applicant may reapply, but not sooner than sixty (60) days from such denial or revocation. After two (2) such denials, no further application will be accepted for consideration by the building official within six (6) months of the second denial. After three (3) such denials, no further application will be accepted for consideration by the building official within one (1) year from the date of the last denial.
- C. **Upgrading.** Licensees wishing to upgrade their license to a higher classification must submit a new application, the issuance fee for such new classification, and a new certificate of insurance indicating the required coverage for the new classification. Such new license, if approved, will then be in force twelve (12) months. All licenses will be renewed before the end of the twelve-month period. The applicant may be required to take the required examination, furnish background information and references, or both.
- D. **Registration.** Following notification in writing that an application for a contractor's license has been approved, the building official shall prepare a license certificate and/or registration card, each containing: The registration number which shall serve as the license number, name of the applicant and name of the individual if the applicant is a partnership or corporation, address and telephone numbers, date of initial issuance, date of current renewal, type and category or categories for which licensed.

15.24.040 LICENSE; EXAMINATION. Examinations. The building official shall cause the development and maintenance of written examinations for each of the classes and categories of contractor licenses set forth in Section 15.24.070. Such examinations shall be based on applicable code and standards and shall be revised at each code change. Examinations for initial licenses shall be comprehensive to determine adequacy of knowledge, but not to limit the number of contractors. Examination may be waived by the building official for contractors examined by the state.

- A. Any person who fails to pass the examination for a license shall be required to wait thirty (30) days before taking another examination; and should he or she again fail to pass, he or she shall be required to wait at least six (6) months before taking a further examination. The twenty-five-dollar examination fee prescribed shall entitle any applicant to take three (3) examinations without payment of an additional examination fee.
- B. A final review and appropriate action shall be taken by the building official on such license applications. After the required information is received and applicant passes the test (if applicable), the license will be issued. The applicant shall procure such license within ninety (90) days after notification of approval, or such license fee shall become null and void and thereafter a new application shall be filed.

15.24.050 CONTRACTOR DEFINED. Contractor means a person, firm, partnership, association, or other organization or any combination thereof who, by himself or by or through others, and for a fixed fee, sum, price, percentage, bonus or compensation other than actual wages paid by a licensed Contractor authorized to perform the work involved, undertakes or offers to undertake or purports to have the capacity to undertake any work described under Section 15.24.070, License Classification.

15.24.060 LICENSE REQUIRED. No Contractor shall perform any work as a Contractor within the corporate boundaries of the City without first having obtained a license as provided in this chapter. No permits shall be issued for work to be done by a Contractor who does not have a valid and subsisting license as required by this chapter. The owner of a single-family dwelling shall not be required to possess a Contractor's License to obtain a permit for work for such dwelling.

15.24.070 LICENSE CLASSIFICATIONS. Contractor Licenses shall be required for all types of work according to Contractor definition (Section 15.24.050) or as hereinafter specified:

- A. **General Contractor (Class A)** - An unlimited General Contractor may contract for any type or size or structure, including demolition of any structure. Class A General Contractor may operate within Class RX or SX category (when such work is performed by him personally or by other directly on his payroll).
- B. **General Contractor (Class B)** - Class B General Contractor may construct, alter, or repair single and multi-family residences. With this license, a contractor may also remodel or repair commercial buildings (no additions). No work on public buildings may be performed under this license. Class B General Contractor may operate within Class RX or SX category (when such work is performed by him personally or by other directly on his payroll).
- C. **Other Contractor Classes** - Contractors may contract for work in one or more of the categories listed below when such category or categories are approved and the appropriate examination taken. Such registration is required if acting under a contract but not if acting as a direct employee of a General Contractor. Description of work involved in each is found in Appendix A.

1. Drywall/Plaster	Class RX-RD
2. Excavation/Grading	Class RX-RE
3. Glass/Glazing	Class RX-RG
4. Insulation	Class RX-RI
5. Signs	Class RX-RSG
6. Siding	Class RX-RSD
7. Mobile Home Setup & Repair	Class RX-RMHSR
8. Miscellaneous	Class RX-RM
9. Concrete	Class SX-SC
10. Structural Demolition/Moving	Class SX-SD
11. Steel Erection	Class SX-SE
12. Framing	Class SX-SF
13. Decking	Class SX-SK
14. Masonry	Class SX-SM
15. Roofing	Class SX-SR
16. Miscellaneous	Class SX-TMS
17. Detection/Alarm Systems	Class TX-TA
18. Elevator Install/Service	Class TX-TE
19. Fire Extinguishing Systems	Class TX-TF
20. Mechanical	Class TX-TM
21. Plumbing	Class TX-TP
22. Solar Systems	Class TX-TS
23. Swimming Pool, Spa, Hot Tub	Class TX-TT
24. Gas Fitters	Class TX-TGF
25. Miscellaneous	Class TX-TMS

- D. A license issued by the State of Colorado shall be accepted in lieu of examination. A separate license shall be required for each category.
- E. **License Exempt** - There are no license requirements for the following types of work: carpet installers, tile setters, painters, fence builders, residential garage door installers, tree trimmers, cabinet installers.

15.24.080 TYPES OF LICENSES. In order to provide for varying conditions, the following types of licenses are established:

- A. **Active**
- B. **Inactive** - A Contractor holding an active license or registration in any class or category may at any time request transfer to inactive status. Expiration or cancellation of required insurance shall also cause transfer to inactive status.

Contractors in inactive status may not apply for any permits nor perform any construction work as a Contractor. Insurance requirements set forth in Section 15.24.110 are waived during inactive status. License fees will be

assessed during inactive status as set for in Table A. Transfer to active status shall occur only following receipt of valid insurance certificates.

Inactive status shall terminate at the end of the annual licensing or regulation period without prior approval by the Board; licensing following termination of inactive status shall require re-application.

15.24.090 EXEMPTIONS. Upon evidence satisfactory to the Board that the applicant is competent to perform as a Contractor in the categories in which the work falls, the requirement for a license may be waived for the following:

- A. Public utility companies and water and sanitation district when engaged in the installation, operation, and maintenance of equipment used for the production of the utility, product, or service from their source through the facilities owned or operated by such organization to the point of customer service.
- B. A homeowner performing the work personally when engaged in the construction of a new building of R-3 single-family occupancy, on his own property and for his own use, including building, mechanical, and plumbing work. Not more than one of the same type of permit shall be issued to any person or member of his immediate family within a period of 36 months, for each type of work.
- C. Building maintenance employees and custodians may perform minor maintenance providing that such work does not alter the building structurally, nor increase floor area, nor change occupancy classification, nor alter required fire-resistance, nor remove required exit facilities, and will comply with the provisions of Title 15.
- D. No owner of any structure other than a R-3 single-family dwelling shall perform personally or cause to be performed by his employees any work regulated by Title 15 except as permitted in (C) above, unless licensed for such work.
- E. Electricians holding a valid license issued by the State of Colorado exempt from licensing.

15.24.100 LICENSE FEES

- A. **Examination** - The fee for each examination taken by an applicant as shown in Table A shall be paid at the time the application for such license is made.
- B. **License** - Persons, firms and corporations required to be licensed shall pay the license fees for the particular classifications as hereinafter set forth in Table A to the Building Department payable to the City of Craig.

Annual renewals may be obtained by submitting applications for renewal and payment of the annual license fee to the Building Department within 30 days prior to the expiration date of the preceding years' license.

Licenses shall be issued for a 12-month period and shall expire at the end of such year, unless renewed as provided for herein. Renewals shall extend a license for 1 year.

Reinstatement of licenses not renewed as provided herein will require the submission of a new application and the payment of the same fee as that of a new license. License fees shall not be refundable.

15.24.110 LICENSE - Insurance Requirements

- A. **Insurance** - The following insurance requirements shall apply to all applicants for all classes of Contractor Licenses:
 - 1. At the time the license is granted, the Contractor shall file with the Building Official a certificate signed by a qualified agent of an insurance company stating that a policy or policies of insurance as required in these regulations have been issued to the licensee for Workmen's Compensation Insurance, Comprehensive General Liability Insurance; the minimum limits of each; the policy number or numbers; the name of the company; the effective date and the expiration date of such policies, together with a statement and a copy of an endorsement placed on such policy or policies requiring 30 days written notice by mail to the Building Official if it becomes necessary to cancel the policy or policies for any reason.
 - 2. Contractors granted a license under the terms of the section shall be required to maintain during the period of such license Workmen's Compensation Insurance, Comprehensive General Liability Insurance with minimum limits of not less than the limits specified in Table A. A person, firm or corporation

having no employees, as defined in State Statutes relating to Workmen's Compensation Insurance, shall not be required to carry Workmen's Compensation Insurance.

Under State Statute, a homeowner employing others to assist in the work is required to obtain and maintain Workmen's Compensation Insurance.

- B. Cancellation or termination of required insurance for any reason shall cause transfer of the license to inactive status.

15.24.120 LICENSE TRANSFER OR RESTRICTIONS. The following restrictions shall govern the continuing validity of licenses:

- A. A change of name, business designation, or address must be reported to the Building Department within 30 days after making such a change. Failure of the licensee to report such change within the time limit shall cause the license to expire automatically and become invalid at the expiration of said 30-day period.
- B. Incorporation or change in incorporation creating a new legal entity shall require a new license for such entity, even though one or more stockholders or directors have a license.
- C. The organization of a new partnership or the change in a partnership creating a new legal entity shall require a new license, even though one or more of the partners are licensed.
- D. The dissolution of a corporation or partnership which has been licensed terminates the license and no individual or firm may operate under such license.
- E. Termination of the affiliation between an individual named in a license and the licensee shall cause the license to become invalid.
- F. Licenses are not transferable; If the licensed individual terminates the affiliation with a corporation, partnership or other entity, it is that party's responsibility to have another individual go through the licensing procedure. The license belongs to the original applicant/individual.

15.24.130 CONTRACTOR'S DUTIES AND RESPONSIBILITIES. All licensees shall be responsible for work requiring a permit under the provisions of Title 15 for the responsibilities listed below:

- A. To report in writing to the Building Official any serious damage to any building or structure within 24 hours after each occurrence.
- B. To provide minimum safety measures and equipment to protect workmen and the public.
- C. To observe any other city ordinances prescribing measures for the safety of workmen and of the public.
- D. To present his registration card when requested by the Building Official or his authorized representative.
- E. To obtain a permit when the same is required.
- F. To faithfully perform the work contracted for without substantial departure from or disregard of drawing and specifications, unless such changes are approved by the Building Official.
- G. To complete all work authorized on the permit issued for the work unless good cause is shown.
- H. To obtain inspection services when the same are required by Title 15.
- I. To pay any fee assessed under authority of the Municipal Code.
- J. Shall conform to all of the requirements of Title 15 of the Craig Municipal Code.

15.24.140 LICENSE SUSPENSION OR REVOCATION. The Board of Appeals may suspend or revoke a license as provided in this Section.

- A. A license may be suspended or revoked when the licensee or entity for which licensee is employed or of which he is a member (including partners of a partnership, members of a firm or joint venture, or officers, directors or holders of 10% or more of the stock of a corporate licensee) commits one or more of the following acts or omissions:
1. Failure to comply with any of the licensee responsibilities, failure to maintain construction site clean and safe or negligently causing damage to property adjoining the construction site.
 2. Knowingly combining or conspiring with any other person, firm or corporation to permit or allow the licensee's license to be used by such persons, firms or corporations.
 3. By acting as agent, partner, associate, or in any other capacity with persons, firms or corporations to evade any provision of Title 15.
 4. Violation of provisions of Title 15.
 5. Any conduct or activity made unlawful by the laws of the United States, the State of Colorado or the City of Craig, having any bearing upon or relation to the work or services performed under the license, or ability to perform the work or services under the license, or the conviction of or a plea of "nolo contendere" to any felony or offense involving moral turpitude, providing the provisions of Section 24-5-101, C.R.S. 1973, as amended, shall be applicable with respect to consideration of felony matters.
 6. Any conduct constituting fraud or misrepresentation in or connected with any activity or activities relating to building or which are licensed or governed by the Chapter.
 7. Failure to keep and maintain necessary insurance, Workmen's Compensation or necessary state licenses.

When any of the above acts or omissions enumerated in these regulations are allegedly committed by a licensee and the Building Official deems that such license should be suspended, or when a complaint has been filed, the procedure shall be as follows:

B. Procedure

1. Any person who believes that a contractor licensed under the provisions of these regulations has filed or is failing to properly conduct his contract business within the terms and requirements of these regulations or Title 15 of the Craig Municipal Code may file at the Building Department a written complaint with the Board setting forth in detail the grievances which he has against the particular contractor.
2. The Board of Appeals, upon receiving such a complaint, shall set a time, date and place for a hearing within 10 days of the date of the receipt of said complainant, the Licensed Contractor involved and such other persons as the Board may desire shall be in attendance. The Board shall listen to all evidence concerning the matter set forth in the complaint and shall keep a record of the same. At the conclusion of said hearing, the Board shall determine whether or not the Contractor had violated any of the provisions of these regulations or of Title 15 of the Craig Municipal Code. In the event the Board finds that there has been a violation of any provision of these regulations or of the Title 15 of the Craig Municipal Code, the Board may either suspend or revoke the contractor's license.

In the event of suspension, the period of suspension shall be determined by the Board. At the end of the suspension period, the Contractor's license shall automatically be reinstated.

In the event of a revocation of a license, the license shall stand revoked until the next anniversary date for renewal thereof; however, the Contractor's license shall not be renewed until the Board shall have examined said application for renewal and approved the renewal of said license.

CONTRACTOR CLASSIFICATIONS & DESCRIPTIONS - APPENDX A

A	GENERAL - any type or size of structure.
B	GENERAL – Single & multi-family residences, limited commercial (remodel, repair), no public buildings.
RX-RD	DRYWALL / PLASTER - installation of lath and plaster stucco, and gypsum board on interior walls and ceilings, fire-protection membranes of the same materials for beams and columns, and suspended ceilings, in compliance with relevant section(s) of the adopted edition of the IBC, IRC and Craig Municipal Code.
RX-RE	EXCAVATION / GRADING - excavations and fills for buildings and structures, for foundations and retaining structures, and grading and earthwork construction, including embankments and street cuts, in compliance with relevant section(s) of the adopted edition of the relevant ICC Code.
RX-RG	GLASS / GLAZING - installation of interior and exterior glass and glazing including plastic materials in walls, roof, and ceilings in buildings and structures, in compliance with relevant section(s) of the adopted edition of the IBC & IRC.
RX-RI	INSULATION - insulating and related materials in floors, walls, and roof/ceiling assemblies, in compliance with relevant section(s) of the adopted edition of the IBC, IRC and IECC (International Energy Conservation Code)
RX-RSD	SIDING in compliance with relevant section(s) of the adopted edition of the IBC & IRC.
RX-RSG	SIGN - fabrication and installation of signs in compliance with Chapter 15.20 of the Municipal Code. Does not apply to sign painting or lettering.
RX-RMHSR	MOBILE HOME SETUP and REPAIR - which does not involve any structural alteration: gas piping hookups are not included in this license.
RX-RM	MISCELLANEOUS - this category is for those contractors that are not listed above.
SX-SC	CONCRETE - reinforced and unreinforced concrete and related materials and performs related work in compliance with relevant section(s) of the adopted edition of the IBC.
SX-SD	DEMOLITION / MOVING
SX-SE	STEEL ERECTION - installation of structural steel framing members in building and structures, in compliance with relevant section(s) of the adopted edition of the IBC.
SX-SF	FRAMING - installation of an assembly of structural and non-structural elements of a building envelope in compliance with relevant section(s) of the adopted edition of the IBC & IRC.
SX-SK	DECKING – Covered and uncovered exterior decks and porches.
SX-SM	MASONRY - installation and erection of walls, foundations, fireplaces and chimneys of brick, concrete, block, stone, and other masonry materials, in compliance with relevant section(s) of the adopted edition of the IBC & IRC.
SX-SR	ROOFING - installation of new and replacement materials on roofs of buildings, in compliance with relevant section(s) of the adopted edition of the IBC & IRC.
SX-SS	FIREPLACES / WOODSTOVE - installation of factory built fireplaces and stove and related equipment such as metal flues etc., in compliance with relevant section(s) of the adopted edition of the IBC and IMC.
SX-TMS	MISCELLANEOUS - this category is for those contractors that are not listed above.
TX-TA	ALARM / DETECTION SYSTEMS - installation and/or services systems for detection and alarm of fire, burglary, intrusion, or hazardous conditions, in buildings or structures, in compliance with relevant section(s) of the adopted edition of the IBC and related NFPA Standards.
TX-TE	ELEVATOR INSTALLATION / SERVICE - installation and/or services elevators and similar systems in buildings and structures in compliance with relevant section(s) of the adopted edition of the IBC.
TX-TF	FIRE EXTINGUISHING SYSTEMS - installation and/or services fire extinguishing systems in compliance with relevant section(s) of the adopted edition of the IBC and related NFPA Standards.
TX-TM	MECHANICAL - installation and/or services mechanical systems and equipment in buildings in compliance with relevant section(s) of the adopted edition of the IMC, IFGC, IRC and may include, if approved, work in TS, TT and RL.
TX-TP	PLUMBING - installation and/or services plumbing in compliance with relevant section(s) of the adopted edition of the IPC, and may include, if approved, work in classes RE, TS, TT, RL and RF.
TX-TS	SOLAR SYSTEMS - installation and/or services solar systems for space heating and domestic hot water heating, in compliance with the Uniform Solar Energy Code and/or Uniform Solar Energy Installations.
TX-TT	SWIMMING POOL, SPA AND HOT TUB - installation and/or services swimming pools, spas and hot tubs in compliance with the Uniform Swimming Pool, Spa and Hot Tub Code.
TX-TGF	GAS FITTERS - installation of fuel gas piping in compliance with relevant section(s) of the adopted edition of the IFGC, IRC & IFC, provided licensee is employed by, or is a licensed mechanical or plumbing contractor.

CONTRACTOR LICENSING INFORMATION

<u>CLASS</u>	<u>DESCRIPTION</u>	<u>TEST</u>	<u>EXAM</u>	<u>FEE</u>	<u>RENEWAL</u>
GENERAL CONTRACTOR					
A	any type/size structure	Y - Class A	\$ 25.00	\$500.00	\$125.00
B	Residential, limited com	Y - Class B	\$ 25.00	\$300.00	\$ 75.00
SPECIALTY LICENSES			\$ 25.00	\$ 50.00	\$ 30.00
RX-RD	Drywall / Plaster	Y - Drywall & Plaster			
RX-RE	Excavation / Grading				
RX-RG	Glass / Glazing				
RX-RI	Insulation				
RX-RSG	Signs				
RX-RSD	Siding	Y - Siding			
RX-RMHSR	Mobile Home Setup & Repair	N – State License			
RX-RM	Miscellaneous				
SX-SC	Concrete - reinforced & unreinforced	Y - Concrete - Structural			
SX-SD	Structural Demolition / Moving				
SX-SE	Steel Erection				
SX-SF	Framing	Y - Framing			
SX-SK	Decking	Y - Decking			
SX-SM	Masonry - installs & erects	Y - Masonry & Masonry Veneer			
SX-SR	Roofing	Y - Roofing			
SX-TMS	Miscellaneous				
TX-TA	Detection / Alarm System				
TX-TE	Elevator Install / Service				
TX-TF	Fire Extinguishing Systems				
TX-TM	Mechanical	Y - Mechanical			
TX-TP	Plumbing	* N - State License			
TX-TS	Solar Systems				
TX-TT	Swimming Pool / Spa / Hot Tub				
TX-TGF	Gas Fitters	Y - Fuel Gas Piping (Natural) Liquified Petroleum (Propane)			
TX-TMS	Miscellaneous				

PLEASE SUBMIT WITH THIS APPLICATION

License will only be issued when application has been completed, all necessary supporting documents have been received, applicant has passed necessary testing, and fees paid in full.

- ☐ Completed application
- ☐ 4 to 5 references that verify related work experience (see last page for form)
- ☐ Proof of testing if applicable (1 of the following)
 - ☐ Applicable test completed at the building department
 - ☐ ICC 2018 or newer
- ☐ Certificate of General Liability Insurance
- ☐ Certificate of Workers Compensation Insurance or completed waiver (see below)
- ☐ Applicable fee (see page 9)
- ☐ Copy of current state license if applying for plumber (TX-TP) or Mobile Home Setup and Repair (RX-RMSR) license

WORKERS COMPENSATION WAIVER FORM

Please only complete if you do NOT have any employees

I, _____ do hereby state that my
company, _____ has NO EMPLOYEES and therefore is
exempt from the State of Colorado Workers 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 Workers Compensation insurance requirements.

Date:

Name:

Signature:



300 W 4th Street - Craig, CO 81625
Email: sarellano@ci.craig.co.us
970-826-2024

APPLICATION FOR CITY OF CRAIG CONTRACTORS LICENSE

TYPE OR PRINT LEGIBLY IN INK

1. Name of applicant (individual person applying for license):				
2. Full name of business (a corporation must corporate name as registered with Secretary of State):				
3. Business mailing address:	City	State	Zip	Telephone
4. Classification(s) applying for:			5. Email Address	
6. Describe type of Construction:				
7. Conducting business as: Individual Partnership Corporation Colorado Corporate Number:				
8. List Key Personnel: (Example: owners, partners, and board members)				
Name:			Managing Employee	
Address:	City	State	Zip	Telephone:
Title or position:	Owner	Partner	RME	Corp Officer
			Corporate Title (Press, Sec)	
Name:			Managing Employee	
Address:	City	State	Zip	Telephone:
Title or position:	Owner	Partner	RME	Corp Officer
			Corporate Title (Press, Sec)	
Name:			Managing Employee	
Address:	City	State	Zip	Telephone:
Title or position:	Owner	Partner	RME	Corp Officer
			Corporate Title (Press, Sec)	

9. If claiming apprenticeship training complete this section and submit a copy of your apprentice certificate.			
Name of Union		Union No.	City
Initiation date		Date of completion	
10. If claiming training or education in lieu of experience, complete this section and submit a copy of college transcripts.			
Name and location of college or university:			
Course of Study	Semesters	Degree	Date Completed
11. List below all current and past work experience relating to classification you are applying for.			
List most recent experience first		Employer name & period of employment	
Journeyman Foreman Supervisor Contractor Other (specify):		Name: Company:	
Detail actual trades performed in class applying for:		Address:	
		Phone:	
		Email:	
		Full Time/Part Time	From - To
Journeyman Foreman Supervisor Contractor Other (specify):		Name: Company:	
Detail actual trades performed in class applying for:		Address:	
		Phone:	
		Email:	
		Full Time/Part Time	From - To

Journeyman Foreman Supervisor Contractor Other (specify):	Name:	
	Company:	
Detail actual trades performed in class applying for:	Address:	
	Phone:	
	Email:	
	Full Time/Part Time	From - To
Journeyman Foreman Supervisor Contractor Other (specify):	Name:	
	Company:	
Detail actual trades performed in class applying for:	Address:	
	Phone:	
	Email:	
	Full Time/Part Time	From - To
12. The following questions pertain to all listed personnel. Each question must be answered. Affirmative answers must be supported by a detailed statement. <div style="text-align: right;"><u>Yes</u> <u>No</u></div>		
1) Are there now any unpaid past due bills or claims for labor, materials, or services as a result of any construction contract or work undertaker by you or any organization of which you were a member? 2) Are there now any liens, suits or judgment of record or pending as a result of any construction contract or work undertaker by you or any organization of which you were a member? 3) Have you, or any organization of which you were a member had a contractor license, city license or any professional license application denied, suspended or revoked by any other state or county? 4) Do you have, or plan to have hourly employees? If yes, list insurance provider and policy number:		
Insurance Company	Address	Phone Policy
<p align="center">A copy of your contractors liability insurance must accompany this application</p>		
Insurance Company	Agent	Phone Address

13. List the license type and number of any current or previous contractor's license that the applicant has been listed on.

Name/Company	License Type	License No.	Current	Previous

14. Certification of duties and responsibilities of Responsible Managing Employee. (Complete only if applicable).
Every applicant who qualifies by the appearance of a Responsible Managing Employee is required to verify that the employee is responsible for exercising such direct supervision and control of employer's construction operation as is necessary to secure full compliance with the provisions of the Contractor's License Ordinance relating to such construction operations.

Direct supervision and control includes anyone or any combination of the following activities: supervising construction, managing construction activities by making technical and administrative decisions, checking jobs for proper workmanship, or direct supervision on construction job sites.

Will the Responsible Managing Employee perform one or more of the duties cited above?

IMPORTANT: A Responsible Managing Employee must work at least 32 hours per week for the qualified applicant.

15. If within the past 3 years, applicant has passed a City of Craig contractor license examination, complete this section.

Company Name

License classification

Exam date

16. If applicant has previously been licensed and one of the following guidelines apply, we will reassign the old license number.

(1) If this pending application is for an individual, the previous license must have been an individual license for the same owner shown on this application.

(2) If this pending application is for a partnership license, the previous license must have been a partnership license consisting of the exact same partners shown on this application.

(3) If this pending application is for a corporation, the previous license must have been a corporate license with the same name and corporate number shown on this application.

A new license number will be issued if we find the above guidelines do not apply.

17. Any additional relevant information may be required to verify qualifications and/or experience.

18. IMPORTANT: The following certification must be signed and dated by each person listed on this application.

I certify under penalty of perjury under the laws of the State of Colorado and Moffat County that all statements, answers and representations in the application, including all supplementary statements hereto, are true and accurate to the best of my knowledge, and that I have reviewed the entire contents of this application. I hereby apply for Registration under the provisions of Moffat County Contractor Registry.

Signature

Title

Date

Signature

Title

Date

Signature

Title

Date

REFERENCE VERIFICATION FORM

I, _____, of _____ certify that I have personally
(print your name) (company name)
known _____ and that I have direct knowledge of his/
(name of applicant)
her experience which I have listed below.

Applicant performed work FROM
Total Years

TO
Months

Level applicant worked at

☐ Journeyman ☐ Foreman ☐ Supervisor
☐ Contractor ☐ Owner/Builder ☐ Other
☐ Full time ☐ Part time

Describe in detail the type of work performed by the applicant
(trades, duties, comments)

Did the applicant demonstrate a level of knowledge and skill expected of a journeyman or better in the craft(s) or trade(s) listed above ☐ Yes ☐ No

Check the one that identifies your business relationship to the applicant.

☐ Employer ☐ Fellow Employee ☐ Journeyman ☐ Union rep
☐ Architect ☐ Engineer ☐ Building Inspector ☐ Other

I, _____, certify that under penalty of perjury under the laws of the State of Colorado that the foregoing is true and correct.

Signature

Date

Address

City

State

Zip

Phone number

Email