



300 W 4<sup>th</sup> Street – Craig, CO 81625  
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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](http://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](mailto:sarellano@ci.craig.co.us)**