



City of Boulder
Planning & Development Services

APPLY FOR A CONTRACTOR LICENSE

Mailing Address:
Planning and Development Services
c/o Contractor Licensing Program
PO BOX 791
Boulder, CO 80306

Physical Address:
1739 Broadway,
Third Floor
Boulder, CO 80302

Website: BoulderPlanDevelop.net
Email: cobcontractorlicense@bouldercolorado.gov
Phone: 303-441-1982

Quick Notes

- You must first obtain a contractor license before applying for a single trade permit.
- Please submit a complete application as this will cause a delay in processing.
- Please allow 3-5 business days for processing your application.

Need your permit updated with contractor license information?

If your contractor license was in "Insurance Expired" status and has now been updated; or you have a building permit waiting for a general contractor:

- Please contact PDSpermitadmin@bouldercolorado.gov to notify them that your contractor license has been updated.
- Once you have contacted the permit admin team, please allow 3 business days for your permit to be updated.

If you have questions regarding the following topics, please direct your request to the email addresses below:

- Permits, Application and Code and Regulations questions - PlanDevelop@bouldercolorado.gov
 - Contractor Licensing - COBcontractorLicense@bouldercolorado.gov
 - Permit Status and Inspection questions - PDSpermitadmin@bouldercolorado.gov
 - Right-of-Way permitting - ROW@bouldercolorado.gov
 - Rental Licensing - RentalHousingLicensing@bouldercolorado.gov
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CITY OF BOULDER

AFFIDAVIT OF LEGAL RESIDENCY

SECTION 1: IDENTIFICATION DOCUMENTS

I, _____ [print name], currently lawfully possess, and am providing a copy of, the following identification document as evidence of my lawful presence in the United States (check one):

- _____ Valid Colorado driver's license or a Colorado identification card issued by the Department of Revenue
- _____ United States military card or a military dependent's identification card
- _____ United States Coast Guard Merchant Mariner card
- _____ Native American tribal document
- _____ Other document allowed by the Colorado Department of Revenue Rules for Lawful Presence. (1 CCR 201-17)

(available at http://www.revenue.state.co.us/EDO_dir/wrap.asp?incl=LawfulPresenceRules)

**Provide a clear copy of document you are relying upon to show your lawful presence in the United States.

SECTION 2: CITIZENSHIP AFFIDAVIT

I, _____ [print name], 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

Print Name



Contractor License Application

Company Information

Company Name _____

Address _____

City _____ State _____ Zip Code _____

Office Number _____ Mobile Number _____

Company Email _____

(one email allowed per company; Contractor License notifications will be sent here)

If this application is holding up a permit, please provide the following information:

Permit Number or Address of Project: _____

Building Contractor License

General Contractor

- A: Commercial and Residential - Unlimited Scope of Work - F11 ICC National Standard Contractor A - \$460
- B: All Residential - Commercial Up to Two Stories - F12 ICC National Standard Contractor B - \$307
- C: Residential Only - F13 ICC National Standard Contractor C - \$197

Mechanical Contractor

- A: Master Mechanical - W29 ICC National Master Mechanical - \$253.50
- B: Journeyman Mechanical - W31 ICC National Journeyman Mechanical- \$127.25
- C: Residential Mechanical - W32 ICC National Residential Mechanical - \$127.25
- E: Boilers and Water Heaters - requires a plumbing contractor license as well - \$63.50

Electrical Contractor

- Requires State Masters and Contractor License - provide copies - No fee

Plumbing Contractor

- Requires State Masters and Contractor License - provide copies - \$278.95

Fire Contractor **Fire Licenses are now processed through the Fire Department.**
Please email your application to firecontractors@bouldercolorado.gov.

- A: Fire Sprinkler Systems - \$307
- B: Hood Extinguishing Systems - \$180
- C: Fire Alarm Systems - \$180

Single Trade Contractor

- D-1: Moving/Wrecking/Demo - \$153
- D-2: Residential Roofing - \$153 D-2: Commercial Roofing - W14 ICC National Roofing Contractor - \$153
- D-4: Landscaping/Irrigation/Sitework - \$153
- D-6: Mobile Home Installer - \$153
- D-8: Class not identified but requires building permit and inspection (i.e. pools, concrete work, sidewalks) - \$153

Special Use Contractor

- D-9: Rental Housing Inspector - \$15
- G: Energy Efficiency Inspector - \$15
- E: Fences and Retaining Walls - \$75
- F: Homeowner/Occupant Builder - No fee
- Right of Way - Requires Surety Bond - requirements listed in Contractor License Packet - \$201
- Sign Class A: Manufacturer or Installer of Signs - \$332.90
- Sign Class B: Creator of Painted Signs - \$174.05
- Arborist - International Society of Arboriculture Certified Arborist Certification- \$125
- Tree Contractor - \$125
- ECHO - License requirements listed in Contractor License Packet - No fee

Insurance Requirements

 - attach Certificate of Insurance - ISO 1998 ACORD form

General Liability - City of Boulder listed as *Certificate Holder AND Additional Insured*

Workers' Compensation as required by the State of Colorado

Contractor License Fees

Fees are due upon application and at annual renewal. Fees can be paid in person or through the online CSS Portal.

Contractor Responsibility

- By signing this form, the contractor certifies that information submitted to acquire a contractor license is correct.
- By signing this form, the contractor agrees to adhere to responsibilities as required per B.R.C. 1981, Title 4 Licenses and Permits.
- By Providing an email address, the contractor is giving consent to receiving electronic communication regarding this contractor license and city programs/policies at the provided email address.
- By signing this form, the contractor understands the acceptance of an application packet and fees by the city does not constitute the issuance of a contractor license. Application and fee submittal are subject to review and verification.

Applicant Signature

Print Name

Date