

# PIKES PEAK REGIONAL BUILDING DEPARTMENT

## Building Contractor License Application

*Contractors must be licensed by Regional Building Department prior to soliciting, contracting or performing work that requires a permit.*

### **Building Contractor A**

- A-1** Construction, alteration or repair of all buildings.
- A-2** Construction, alteration or repair of all buildings except Group A, E or I occupancies in excess of 30,000 square feet in total floor area, and any building requiring Type I construction.

### **Building Contractor B**

- B-1** Construction, alteration or repair of all buildings except Group A, E, I or H occupancies as well as any building requiring Type I construction.
- B-2** Non-structural remodeling of all buildings except Group A, E, I or H occupancies as well and any building requiring Type I construction. Construction, alteration or repair of Group B, F, M or S occupancies limited to 1 story and 7,500 square feet or less of total floor area, and Group R occupancies limited to 2 stories and 16 units. B-2 licensees may also perform work defined under licenses C.

### **Building Contractor C (Home Builder)**

Construction, alteration or repair of one- and two-family dwellings limited to 3 stories and their accessory structures, and Group R-2 occupancies limited to 2 stories and 8 units.

### **Building Contractor D (Specialty)**

- D-1** **Single Trade.** Work performed within a single trade; examples include but are not limited to glazing, roofing, siding, stucco, retaining wall, swimming pool, wood stove, foundation repair, and self-supporting telecommunication tower installations.
- D-2A** **Wrecking** of any building; licensee must have 4 years experience.
- D-3B** **Wrecking** of buildings limited to 2 stories or less; must have 2 years experience.
- D-4** **Moving** buildings and structures on roads and streets within the jurisdiction.
- D-5A** **Signs.** Erecting, enlarging, moving, maintaining and removing any size and type of sign, including electrical.
- D-6B** **Signs.** Maintaining and repainting signs without limitations; and erecting, enlarging, moving and removing signs with the exception of free standing signs 20 feet or more in height and electric signs.
- D7 - 11** **Fire Suppression Contractors** (*Refer to the Colorado Springs Fire Dept. application form.*)

### **Building Contractor E (Maintenance & Remodeling)**

- E** Construction, alteration and repair of uninhabited accessory structures to one- or two-family dwellings that include but are not limited to decks, fences, sheds, patio covers, detached garages and workshops. Non-structural repair and remodel of interiors of one- and two-family dwellings.

### **Building Contractor F (Solar Energy)**

- F-1** Installation and connections of active solar heating and cooling systems, limited to the solar collector and connections to existing gas, plumbing and heating systems.
- F-2** Installation of active solar heating and cooling systems except connections to related equipment.

*The items listed below are required for consideration of your license application:*

**Application form- MUST BE FILLED OUT COMPLETELY OR WILL NOT BE ACCEPTED**

*\*Attaching the Examinee's resume is recommended to show additional experience*

**Copy of Driver's license or Photo ID card issued by a state or federal government**

**\$50 Application/Processing Fee (includes one test administered by RBD)**

The non-refundable fee is payable by cash, Visa, MasterCard or check.

**Exam (General Building Contractor A, B, C & Standard Roofing from ICC accepted)**

**Reference Letters for applicant (3)**

**Reference Letters for company (3)** (*Not required if company has been in business less than one year*)

**Affidavit (Sole Proprietors Only)**

**Criminal Background Check performed by RBD**

## Exam

Submit the application at least two days prior to the test date you have chosen. Write the exam date on the application. Tests are administered Monday through Friday at 8 am and 12 pm by appointment (except holidays) at Regional Building Department ("RBD"). Arrive at least 15 minutes prior to examination. Bring a pocket calculator (optional), and the code books applicable to the exam. **RBD does NOT provide the code books, however they are available for purchase.** Do not bring other materials. The Pikes Peak Regional Building Code can be printed from our web site [www.pprbd.org](http://www.pprbd.org) or purchased as well as other code books at RBD.

### Duration of exams & codes tested by contractor license

<b>A-1</b>	4 hours	RBC, IBC, IRC, IECC	<b>D-2A Wrecking</b>	1 hour	RBC
<b>A-2</b>	4 hours	RBC, IBC, IRC, IECC	<b>D-3B Wrecking</b>	(No test)	
<b>B-1</b>	4 hours	RBC, IBC, IRC, IECC	<b>D-5A Sign</b>	1 hour	RBC, IBC
<b>B-2</b>	3 hours	RBC, IBC, IRC, IECC	<b>D-6B Sign</b>	(No test)	
<b>C</b>	3 hours	RBC, IBC, IRC, IECC	<b>E</b>	2 hours	RBC, IRC
<b>D-1 Roofing</b>	2 hours	RBC, IBC, IRC	<b>F-1, F-2 Solar</b>	(No test)	

**IBC** (International Building Code)

**IRC** (International Residential Code)

**RBC** (Pikes Peak Regional Building Code)

**IECC** (International Energy Conservation Code)

**Note:** You may test on either the 2003 or the 2009 Codes until January 1, 2012.

## Retesting

If your score is below the 75 percent, call the Contractor Licensing office at (719) 327-2887 within 30 days to keep your application on file for retesting. To retest, pay an additional \$35 fee and select a testing date that is 30 days after the first exam. If the second score is also below 75 percent, a 6-month waiting period is required before retesting.

## Examinee References

Three (3) references are required (see attached forms). The reference cannot be provided by a relative. References should document the experience listed for the license type you are applying for. Examples of preferred references include an architect or engineer who worked on the site of the applicant's project; a building owner for whom the applicant worked; and a general contractor for whom the applicant served as a job site supervisor. **The examinee is responsible for providing the attached reference forms to three individuals. The individuals providing the references are responsible for sending the forms to Regional Building Department.** The applicant may call the Contractor Licensing Office at (719) 327-2887 to verify that references have been received.

## Company References

Three (3) references, (listed below), are required for a company in business for one year or more in any location.

### Your company's bank

On the bank letterhead, a letter regarding the status of the business account, etc.

### Supplier

On the supplier's letterhead, a letter attesting to your account's standing, etc.

### Client

A letter from a client regarding the experience and qualifications of your company, and specifically related to work the client contracted from your company.

## License Review

The Building Committee reviews license requests and makes recommendations for approval, conditions or denials to the Board of Review. All required references, application, and exam must be complete before the license request is placed on the meeting agenda. The deadline is two weeks before the committee meeting on the first Wednesday of each month. License recommendations by the Building Committee must be approved by the Board of Review that meets the third Wednesday of each month.

## License Issuance

Within 180 days of the Board of Review's approval, the examinee must come to RBD to obtain the license. After 180 days, an unclaimed license is voided and the entire application file is discarded. Work cannot be solicited, contracted or performed until the license is issued to you. *The following is required to obtain your license:* **Liability Insurance Certificate, Workers'**

**Compensation Certificate** or **"Letter to Exempt"** if examinee has no employees, and **License fee payment.**

## License Fee

License fees are paid before license issuance and future renewals. Fees are not prorated for any portion of the year.

A-1, A-2	General Commercial	\$200	D-4	Moving	\$100
B-1, B-2	Limited Commercial	\$175	D-5	Sign, A	\$125
C	Home Builder	\$150	D-6	Sign, B	\$ 75
D-1	Single Trade	\$100	E	Maintenance & Remodeling	\$ 75
D-2	Wrecking, A	\$125	F-1	Solar, unlimited	\$100
D-3	Wrecking, B	\$100	F-2	Solar, limited	\$ 75

# PIKES PEAK REGIONAL BUILDING DEPARTMENT

## Building Contractor License Application

Receipt #

*It is requested that the Board of Review consider this application for the stated license in compliance with the Pikes Peak Regional Building Code.*

### BUILDING CONTRACTOR LICENSE REQUESTED (circle one)

EXAM DATE \_\_\_\_\_

A-1 B-1 C D-2A D-4 D-6B F-1  
A-2 B-2 D-1 \_\_\_\_\_ D-3B D-5A E F-2

8AM 12PM  
2003 2009

### COMPANY INFORMATION

Type of company (circle one) Individual Partnership Corporation LLC

NAME OF COMPANY \_\_\_\_\_

Mailing address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

E-mail address \_\_\_\_\_ Phone ( ) \_\_\_\_\_ Fax ( ) \_\_\_\_\_

### COMPANY'S PRINCIPAL OFFICERS, PARTNERS OR OWNERS

Name \_\_\_\_\_ Title \_\_\_\_\_

Name \_\_\_\_\_ Title \_\_\_\_\_

EXAMINEE'S AFFILIATION WITH THE COMPANY (owner, partner, employee, etc.) \_\_\_\_\_

Number of years company has operated as a contractor (if new, write "new") \_\_\_\_\_

Contractor type of work (circle one or both, if applicable) Residential Commercial

Company's specialty area of construction \_\_\_\_\_

Has the company ever defaulted on a contract? \_\_\_\_\_ Explain \_\_\_\_\_

Has a mechanic's lien judgment been filed against property on which the company was the contractor? \_\_\_\_\_ Explain \_\_\_\_\_

Has the company been a defendant in a collection action court case? \_\_\_\_\_ Explain \_\_\_\_\_

Has the Examinee or the company ever declared bankruptcy? \_\_\_\_\_ Explain \_\_\_\_\_

Has the company ever had a contractor license suspended or revoked? \_\_\_\_\_ Explain \_\_\_\_\_

### LICENSES HELD BY THIS COMPANY (MUST attach copies of licenses)

Jurisdiction — License type and number

Jurisdiction — License type and number

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**CERTIFICATION** *(The following declaration is to be signed by the principal officer of the company)*

The undersigned, on behalf of the partnership or corporation, does hereby declare and warrant that the "examinee" for a contractor's license named herein has the express authority to bind the company, partnership, or corporation by this application; and further, the company does hereby agree to abide by the ordinances and regulations promulgated by the city of Colorado Springs, county of El Paso, and those adopted by the municipal entities within El Paso County in regard to any work which may be performed by our company pursuant to the contractor license for which this application is made.

Organization Name *(print)* \_\_\_\_\_

Representative's Name and Title *(print)* \_\_\_\_\_

Signature of Representative \_\_\_\_\_

**EXAMINEE APPLICANT INFORMATION**

**LEGAL NAME** *(Last)* \_\_\_\_\_ *(First)* \_\_\_\_\_ *(Middle initial)* \_\_\_\_\_

Home address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

E-Mail address \_\_\_\_\_ Phone (     ) \_\_\_\_\_

SSN \_\_\_\_\_ Date of Birth \_\_\_\_\_

What is your area of expertise in the building industry? \_\_\_\_\_

Have you ever worked for a partnership, corporation or company that defaulted on a contract? \_\_\_\_\_

*Explain* \_\_\_\_\_

Have you ever been convicted of a felony? \_\_\_\_\_ *Explain* \_\_\_\_\_

Have you ever had a contractor license suspended or revoked? \_\_\_\_\_ *Explain* \_\_\_\_\_

How long have you worked in building industry? \_\_\_\_\_

**WORK HISTORY**

Dates	Company	Address	Position
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_____	_____	_____	_____
_____	_____	_____	_____

**LICENSES HELD BY THIS EXAMINEE**

License type — Jurisdiction	License type — Jurisdiction
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_____	_____
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**EDUCATION**

Dates	Trade School or Institution & Location	Degree or Certificate
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_____	_____	_____
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**Project History (Projects performed or supervised by you personally)**

1. Address \_\_\_\_\_ Type of Construction \_\_\_\_\_

Occ. Type \_\_\_\_\_ Size \_\_\_\_\_ Project Cost \_\_\_\_\_ Your Position \_\_\_\_\_

Describe job in detail: \_\_\_\_\_

2. Address \_\_\_\_\_ Type of Construction \_\_\_\_\_

Occ. Type \_\_\_\_\_ Size \_\_\_\_\_ Project Cost \_\_\_\_\_ Your Position \_\_\_\_\_

Describe job in detail: \_\_\_\_\_

3. Address \_\_\_\_\_ Type of Construction \_\_\_\_\_

Occ. Type \_\_\_\_\_ Size \_\_\_\_\_ Project Cost \_\_\_\_\_ Your Position \_\_\_\_\_

Describe job in detail: \_\_\_\_\_

4. Address \_\_\_\_\_ Type of Construction \_\_\_\_\_

Occ. Type \_\_\_\_\_ Size \_\_\_\_\_ Project Cost \_\_\_\_\_ Your Position \_\_\_\_\_

Describe job in detail: \_\_\_\_\_

5. Address \_\_\_\_\_ Type of Construction \_\_\_\_\_

Occ. Type \_\_\_\_\_ Size \_\_\_\_\_ Project Cost \_\_\_\_\_ Your Position \_\_\_\_\_

Describe job in detail: \_\_\_\_\_

**CERTIFICATION (The following declaration is to be signed by the examinee)**  
Pikes Peak Regional Building Department requires all persons seeking a license to undergo a **CRIMINAL BACKGROUND CHECK**. By filing this application with Pikes Peak Regional Building Department you understand and agree that Pikes Peak Regional Building Department will undertake a **CRIMINAL BACKGROUND CHECK**. Some of the information I am providing in this application will be used to check my **CRIMINAL BACKGROUND**. I understand that Pikes Peak Regional Building Department may deny me a license after reviewing my **CRIMINAL BACKGROUND**. I hereby authorize Pikes Peak Regional Building Department to perform a **CRIMINAL BACKGROUND** check.

I further agree and understand that if any information provided by me on this application is untrue, that any license granted to me by Pikes Peak Regional Building Department is automatically revoked. I may appeal the revocation to the Board of Review ("Board") by filing a notice of appeal with the Board within thirty (30) days of the date of the notice sent to me by Pikes Peak Regional Building Department. If the appeal is not received by Pikes Peak Regional Building Department within the thirty (30) days, my right to appeal is forever waived.

Signature of Examinee \_\_\_\_\_ Date \_\_\_\_\_

# PIKES PEAK REGIONAL BUILDING DEPARTMENT

## Reference Request

To:

\_\_\_\_\_

*Reference Name*

\_\_\_\_\_

*Address*

\_\_\_\_\_

From:

\_\_\_\_\_

*Applicant (Examinee) Name*

\_\_\_\_\_

*Company*

\_\_\_\_\_

*License Type*

The application for license (as stated above) is under consideration by the Board of Review on behalf of the city of Colorado Springs, county of El Paso, and participating municipalities in the jurisdiction served by Pikes Peak Regional Building Department.

As a reference listed by the applicant, your response is important in assessing this individual's qualifications for the requested contractor license. For your convenience, questions are listed on the back of this form. Information should be based on your knowledge of the examinee's work on a project, and include project type and scope, and the work position held by the applicant. References may NOT be provided for a relative or by a PPRBD employee.

Please complete and sign this form and return to Pikes Peak Regional Building Department at your earliest convenience. Please remember to return both pages of this reference form by mail, hand delivery, fax to **(719)327-2951** , or e-mail to **licensing@pprbd.org**

If you have any questions, please contact the Contractor Licensing Office at (719) 327-2887.

Your assistance and opinions are valued, and will remain strictly confidential.

## Reference of applicant's experience & qualifications

Additional information may be attached to this form.

### PROJECT

Name \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Cost \_\_\_\_\_ Size \_\_\_\_\_ Type: Commercial Residential

If commercial, what was the "use" (*circle all that apply*)

Office

Retail

Church

School

Eating establishment

Other \_\_\_\_\_

Your relationship to the applicant on this project was \_\_\_\_\_

The applicant's position on this project was \_\_\_\_\_

If subcontractor, what trade or work was performed? \_\_\_\_\_

Your opinion of the applicant's performance on this project is \_\_\_\_\_

### APPLICANT'S CHARACTER

Please circle the appropriate number that reflects your assessment of the applicant.

	Poor		Average		Excellent	
Financial responsibility	1	2	3	4	5	Unknown
Ethics	1	2	3	4	5	Unknown
Administrative capabilities	1	2	3	4	5	Unknown

### RECOMMENDATION

Do you recommend granting the requested license to this applicant and company? Yes No

Comments: \_\_\_\_\_

### CONTACT INFORMATION (*please print*)

Name \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone (day time) ( ) \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

# PIKES PEAK REGIONAL BUILDING DEPARTMENT

## Reference Request

To:

\_\_\_\_\_

*Reference Name*

\_\_\_\_\_

*Address*

\_\_\_\_\_

From:

\_\_\_\_\_

*Applicant (Examinee) Name*

\_\_\_\_\_

*Company*

\_\_\_\_\_

*License Type*

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### PROJECT

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Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Cost \_\_\_\_\_ Size \_\_\_\_\_ Type: Commercial Residential

If commercial, what was the "use" (circle all that apply)

Office

Retail

Church

School

Eating establishment

Other \_\_\_\_\_

Your relationship to the applicant on this project was \_\_\_\_\_

The applicant's position on this project was \_\_\_\_\_

If subcontractor, what trade or work was performed? \_\_\_\_\_

Your opinion of the applicant's performance on this project is \_\_\_\_\_

### APPLICANT'S CHARACTER

Please circle the appropriate number that reflects your assessment of the applicant.

	Poor		Average		Excellent	
Financial responsibility	1	2	3	4	5	Unknown
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### RECOMMENDATION

Do you recommend granting the requested license to this applicant and company? Yes No

Comments: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

### CONTACT INFORMATION (please print)

Name \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone (day time) ( ) \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

# PIKES PEAK REGIONAL BUILDING DEPARTMENT

## Reference Request

To:

\_\_\_\_\_

*Reference Name*

\_\_\_\_\_

*Address*

\_\_\_\_\_

From:

\_\_\_\_\_

*Applicant (Examinee) Name*

\_\_\_\_\_

*Company*

\_\_\_\_\_

*License Type*

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### PROJECT

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Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Cost \_\_\_\_\_ Size \_\_\_\_\_ Type: Commercial Residential

If commercial, what was the "use" (circle all that apply)

Office

Retail

Church

School

Eating establishment

Other \_\_\_\_\_

Your relationship to the applicant on this project was \_\_\_\_\_

The applicant's position on this project was \_\_\_\_\_

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### RECOMMENDATION

Do you recommend granting the requested license to this applicant and company? Yes No

Comments: \_\_\_\_\_

### CONTACT INFORMATION (please print)

Name \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone (day time) ( ) \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

# PIKES PEAK REGIONAL BUILDING DEPARTMENT

**THIS DOCUMENT IS ONLY REQUIRED FOR ANYONE DOING BUSINESS AS A SOLE PROPRIETOR OR IN THEIR OWN NAME**

## **PUBLIC NOTICE**

Pursuant to Colorado Law, in order to receive a Contractor's License and/or Registration, anyone doing business as a sole proprietor or in their own name will be required to provide to Pikes Peak Regional Building Department:

1. A valid Colorado driver's license or a Colorado Identification card, issued pursuant to Article 2 of Title 42, 9 C.R.S.; **OR**
2. Other acceptable information;

**AND**

EXECUTE AN AFFIDAVIT STATING:

1. That he or she is a United States citizen or legal permanent resident; **OR**
2. That he or she is otherwise lawfully present in the United States pursuant to Federal Law

Failure to provide the above information to Pikes Peak Regional Building Department WILL result in the denial of a license and/or registration and denial of the renewal of a license and/or registration.

## **AFFIDAVIT**

**Verifying that a natural person eighteen years of age or older is LAWFULLY present in the United States of America**

Affidavit of \_\_\_\_\_  
[print full name]

I, \_\_\_\_\_, do hereby swear or affirm that I am eighteen years of age or older and that I am a Citizen of the United States of America, a legal permanent resident or otherwise lawfully present in the United States of America pursuant to Federal Law.

DATED: \_\_\_\_\_

\_\_\_\_\_  
[signature]

State of \_\_\_\_\_ )

County of \_\_\_\_\_ )

The foregoing instrument was acknowledged before by \_\_\_\_\_ on \_\_\_\_\_  
[name] [date]

Witness my hand and official seal

My commission expires: \_\_\_\_\_

\_\_\_\_\_  
Notary Public