

PIKES PEAK REGIONAL BUILDING DEPARTMENT

Electrical Contractor Registration

REGISTRATION REQUIREMENTS (Include copies with this form)

Office Use Only
Date
Attchmts

- Master Electrician License
 State of Colorado Electrical License
 Liability Insurance Certificate
 Workers' Compensation Certificate

INSURANCE CERTIFICATES *must include:*

"Insured" The name of the insured matches exactly the name of your company.
"Certificate Holder" is stated as: **Pikes Peak Regional Building Department**
2880 International Circle, Colorado Springs, CO 80910
Policy Number is on the certificate.
10-day Cancellation Notification Clause
Coverage meets minimum general liability coverage; CSL covers premises, operations, products completed.

General Liability Policy

Bodily injury	Property damage	Combined Single Limit
\$50,000/\$100,000	\$100,000	\$300,000

COMPANY INFORMATION

Type of company Individual Partnership Corporation

NAME OF COMPANY _____

Mailing address _____ City _____ State _____ Zip _____

E-Mail Address _____ Phone () _____

COMPANY'S PRINCIPAL OFFICERS, PARTNERS OR OWNERS

Name _____ Title _____

LICENSEE INFORMATION

FULL NAME _____

Mailing Address _____ City _____ State _____ Zip _____

E-mail Address _____ Phone () _____

SSN _____ Date of Birth _____

MASTER ELECTRICAL LICENSE # _____ Expires _____

COLORADO ELECTRICAL CONTRACTOR LICENSE # _____ Expires _____

Have you ever been convicted of a felony? _____ *If yes, provide details on the back of this form.*

CERTIFICATION

Pikes Peak Regional Building Department requires all persons seeking a registration 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 registration 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 registration 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 Licensee _____ Date _____

Electrical Contractor Registration Information

Work cannot be solicited, contracted or performed until your license is registered with Regional Building Department.

REGISTRATION

Copies of the following are required for contractor registration:

Master Electrician License
State of Colorado Electrical License
Liability Insurance Certificate
Workers' Compensation Certificate or **"Letter to Exempt"**
Affidavit
Criminal Background check performed by RBD

Liability Insurance Certificate

Insurance Certificates must include:

"Insured" name on the certificate matches exactly the name of the company on your contractor license.

"Certificate Holder" stated as: **Pikes Peak Regional Building Department**
2880 International Circle, Colorado Springs, CO 80910

Policy Number is on the certificate.

10-day Cancellation Notification Clause

Coverage meets minimum general liability coverage; CSL covers premises, operations, products completed.

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Workers' Compensation

A current certificate of Workers' Compensation in compliance with the state of Colorado statutes is required.

A licensed contractor who has no other employees may exempt from Workers' Compensation, but the examinee must sign the "Letter to Exempt" form. Request this form from the Contractors Licensing Office at Regional Building Department. (License renewal requires the examinee to update this status by checking off the appropriate box on the renewal form.)

REGISTRATION RENEWAL

Registrations are valid for 24 months from the date of the electrical license was issued by the state of Colorado; RBD allows a 30-day grace period for your license renewal and registration.

No permits can be obtained or work continued under open permits after the date of expiration of a license and/or registration. (Inspections may be requested.)

Standard Renewal

Renewal forms are mailed annually to active license holders. Forms are also available at Regional Building Department and on the web site www.pprbd.org Registrations are to be renewed within 45 days after the expiration date. In addition to the Renewal form, provide copies of your current Master Electrician and Electrical licenses issued by the state of Colorado, Liability Insurance Certificate and Workers' Compensation Certificate or check the "Letter to Exempt" box on the form if you qualify and have a signed letter on file.

Certificates and Licenses must be current. Renewals are subject to satisfactory closure of A status permits, (please refer to A Status Permit Policy handout at Regional Building Department and on the web site).

Electrical Contractor Registration Information

LICENSEE & COMPANY INFORMATION CHANGES

Change of Address or Phone Number

The contractor is responsible for providing changes in address and phone numbers to Regional Building Department. Mail or call in changes to the Contractor Licensing Office at (719) 327-2887.

Company Name Change

- A status permits under the existing contractor ID have been satisfactorily completed.
- New registration, stating current/new officers, addresses, etc.
- Provide a letter requesting the name change, stating the former company name, the new company name and effective date. The letter is to be on the new company letterhead and signed by the Licensee.
- Provide a copy of the license in the new company name issued by the state of Colorado.
- Insurance Certificates state the "insured" in the new company name.
- Pay a \$25 processing fee.
- A new contractor ID will be issued. All open permits under the existing contractor ID number must be transferred to the new contractor ID number.

Company Licensee Change

- Licensee provides updated registration form.
- Company provides a letter on the company letterhead that states the change in Licensees, including the name of the current Licensee, name of the new Licensee, and the effective date.
- The company is granted a 30-day grace period during which time the company principal may complete only permits under which work is in progress, and if the current Licensee vacates before the new Licensee is in place.
- Pay a \$25 processing fee.

Licensee Changes Company

- Provide a letter stating removal as Licensee from the current company, and the effective date of this action.
- Insurance Certificates state the "insured" in the new company name.
- Update your registration under new company name.
- A new contractor ID will be issued.
- The Licensee's former company is granted a 30-day grace period during which time the company principal may complete only permits under which work is in progress, if the current Licensee vacates before the new Licensee is in place.

