

PIKES PEAK REGIONAL BUILDING DEPARTMENT

Mechanical Contractor D Registration

REGISTRATION REQUIREMENTS (Include copies with this form)

Office Use Only
Fee pd
Attchmts

- Manufactured Building Installer Certification or Registration by the state of Colorado**
- Liability Insurance Certificate** **Workers' Compensation Certificate**
- Registration fee \$110** **Affidavit**
- Criminal Background check performed by RBD**

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
\$50,000/\$100,000

Property damage
\$100,000

Combined Single Limit
\$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 _____

COLORADO MFT INSTALLER CERTIFICATE # _____ Expires _____

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

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 Licensee _____ Date _____

Mechanical Contractor D Registration Information

Installation of manufactured buildings (commercial and residential), and installation, replacement, service and repair of gas piping, heating, ventilating and air conditioning systems in these structures. Work cannot be solicited, contracted or performed until your license is registered with Regional Building Department.

REGISTRATION

The following is required:

**Colorado Manufactured Building Installer Certification or Registration
Liability Insurance Certificate
Workers' Compensation Certificate or "Letter to Exempt"
Registration fee of \$110
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.

General Liability Policy

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

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

Registration fees are not prorated for any portion of the year. Registrations are valid for 12 months from the date of registration, and expire on the last day of that month. The date of original registration does not change regardless of a late renewal or other factors.

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 Contractor registrations are to be renewed within 45 days after the expiration date. In addition to the Renewal form, pay the registration fee and provide copies of your current 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.

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).

Renewal with Penalties

After 45 days and before 90 days have lapsed from the registration expiration date, the contractor can renew the registration by paying the annual registration fee plus a penalty of 50 percent of that fee.

After 90 days from the license expiration date, requests for renewals are subject to reapplication.

Mechanical Contractor D 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 reopened and satisfactorily completed.
- New registration, stating current/new officers, addresses, etc. Reference letters are not required.
- 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.
- 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, the 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.
- Action requires approval by the Board of Review.
- Payment of \$25 processing fee is due after Board of Review's approval.

Licensee Changes Company

- Provide a letter stating removal as examinee 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.
- Pay a fee equal to the registration fee.
- 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.

