

PIKES PEAK REGIONAL BUILDING DEPARTMENT

Water Connected Appliance Contractor Application

This information pertains to application for a Water Connected Appliance Contractor License. Contractors must be licensed by Regional Building Department before soliciting, contracting or performing work that requires a permit.

Water Connected Appliance Contractor

Installation of equipment directly to the source of a domestic water supply, specifically water connections for ice makers, lawn sprinkler systems, water softeners and humidifiers. Requirements for testing and licensing are stated below.

LICENSE APPLICATION

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

Application form
\$50 Fee
Exam (Score of 75 percent or higher is required)
Reference letters (3)
Affidavit
Criminal Background check performed by RBD

Application

Submit the application at least two weeks prior to the test date you have chosen. Write the exam date on the application. Tests are given each Tuesday morning (except holidays) at Regional Building Department (RBD).

Fee

Payment of a \$50 fee is due when the application is submitted. The non-refundable fee is payable by cash, Visa, Mastercard or check made out to Regional Building Department.

Exam

Arrive promptly at 7:45 a.m. The exam is approximately 1 1/2 hours in duration. Bring #2 pencils, a pocket calculator (optional), and the applicable codes as noted. Do not bring other materials. The Pikes Peak Regional Building Code can be printed from our web site (www.pprbd.org) or purchased as well as other code books at RBD.

Duration of exams & codes tested

Water Connected Appliance License	1 1/2 hours	IPC, RBC
IPC (2003 International Plumbing Code)	RBC (2005 Pikes Peak Regional Building Code)	

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 from a relative. Individuals providing the references send the forms to Regional Building Department by hand delivery, mail, fax to (719)327-2951 or e-mail to licensing@pprbd.org. The applicant may call the Contractor Licensing Office at (719)327-2887 to verify references have been received.

Mechanical Committee

The Mechanical Committee reviews license requests and makes recommendations for approval, conditions or denials to the Board of Review. The "License Application" list (above) must be complete before the license request is placed on the meeting agenda. Deadline is two weeks before the committee meeting on the second Wednesday of each month.

Board of Review

License request must be approved by the Board of Review, which meets the third Wednesday of each month.

Water Connected Appliance Contractor License Application

LICENSE ISSUANCE

Within 60 days of the Board of Review's approval, the examinee must come to RBD to obtain the license. After 60 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"
License fee payment of \$100**

Liability Insurance Requirements

Insurance Certificates must include:

"**Insured**" name on the certificate matches exactly the name of the company on your application/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, including premises, operations, products, completed operations.

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 license examinee 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.)

License Fee

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

LICENSE EXPIRATION & RENEWAL

Licenses are valid for 12 months from the date of issuance, and expire on the last day of the month in which the license was issued. (Exception: Licenses purchased for 36 months expire on the last day of the month in which the license was issued at the end of the 3-year period.) The date of issuance 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 that the license expires. (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. Licenses are to be renewed within 45 days after the expiration date. In addition to the Renewal form, pay the license 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 letter on file.

Licenses revoked or suspended by the Board of Review are not eligible for standard renewal. License renewal is 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 license expiration date, the examinee can renew the license by paying the annual license fee plus a penalty of 50 percent of the license fee.

After 90 days from the license expiration date, requests for renewals are subject to reapplication, possible retesting, and evaluation by the Mechanical Committee and decision of the Board of Review.

Water Connected Appliance Contractor License Application

LICENSEE & COMPANY INFORMATION CHANGES

Address and Phone Number

The license holder 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 are satisfactorily completed.
- New application, stating current/new officers, addresses, etc. Reference letters are not required.
- 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.
- Liability Insurance Certificates state the "insured" in the new company name.
- Payment of \$25 processing fee.
- A new contractor ID will be issued. Transfer all open permits under the existing contractor ID number to the new contractor ID number.

Company changes Licensee

- Examinee applies for the appropriate license through the standard licensing application process. If the examinee has a valid and current license, the application process will neither require retesting nor reference letters.
- 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.
- Action requires approval by the Board of Review.
- Payment of \$25 processing fee is due after Board of Review's approval.

Licensee changes Company

- Letter stating removal as Licensee from the current company, and the effective date of this action.
- Liability Insurance Certificates state the "insured" in the new company name.
- Application for a license under new company name; this is subject to the Mechanical Committee's recommendation and Board of Review's approval.
- Payment of fee equal to the license fee.
- A new contractor ID will be issued after approval by the Board of Review.
- Licensee's former company is granted a 30-day grace period during which time the company principal may complete permits under which work is in progress, and if the current Licensee vacates before the new Licensee is in place.

FORMS *(on following pages)*

Application for Water Connected Appliance Contractor License

Make certain the company name is correct and matches the Insurance Certificate. Specify the test date. Carefully check the form for accuracy. Applications cannot be changed after submittal.

Reference Letters (3 individual forms)

Fill out the top portion of the reference request: Your name, company, and license type requested; name of reference and address. The rest of the form must be filled in and signed by the individual providing the reference directly to Regional Building Department.

PIKES PEAK REGIONAL BUILDING DEPARTMENT

Water Connected Appliance License Application

Office Use Only
FD
Test

It is requested that the Board of Review consider this application for the Water Connected Appliance Contractor License in compliance with the Pikes Peak Regional Building Code.

COMPANY INFORMATION

EXAM DATE _____

Type of company (*check one*) Individual Partnership Corporation

NAME OF COMPANY _____

Mailing address _____ City _____ State _____ Zip _____

E-Mail Address _____ Phone () _____

COMPANY'S PRINCIPAL OFFICERS, PARTNERS OR OWNERS

Name _____ Title _____

Name _____ Title _____

APPLICANT'S AFFILIATION WITH COMPANY (*owner, partner, employee, etc.*)

Number of years company has operated as a contractor (if new, write *new*) _____

Contractor type of work: Commercial Residential

PROJECTS FOR WHICH THIS COMPANY WAS CONTRACTOR (*Current projects may be included*)

<i>Project name & address</i>	<i>Residential or Commercial</i>	<i>Estimated project cost</i>
1. _____	_____	_____
2. _____	_____	_____
3. _____	_____	_____

LICENSES HELD BY THIS COMPANY

<i>Jurisdiction — License type and number</i>	<i>Jurisdiction — License type and number</i>
_____	_____
_____	_____
_____	_____

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

The undersigned individual, 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.

Company Name (*print*) _____

Company Representative's Name and Title (*print*) _____

Signature of Company Representative _____

LICENSE APPLICANT INFORMATION

(A reminder to fill in **Exam Date** in top right corner, page 1)

NAME (Last) _____ (First) _____ (Middle) _____

Home Address _____ City _____ State _____ Zip _____

E-Mail Address _____ Phone () _____

SSN _____ Date of Birth _____

How long have you worked in El Paso County? _____

What is your area of expertise? _____

Have you ever been convicted of a felony? _____ If yes, provide details _____

WORK HISTORY

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

LICENSES HELD BY APPLICANT

(Include those held in other cities, states)

License type — Jurisdiction

License type — Jurisdiction

_____	_____
_____	_____
_____	_____

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 _____

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 license applicant's work on a project, and include project type and scope, and the work position held by this individual.

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 form by mail, hand delivery, fax to **(719)327-2951** or e-mail to **licensing@pprbd.org**

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

Reference for 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" (check 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 _____

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Comments: _____

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RECOMMENDATION

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Comments: _____

CONTACT INFORMATION (*please print*)

Name _____

Address _____ City _____ State _____ Zip _____

Phone (day time) () _____

Signature _____ Date _____

PIKES PEAK REGIONAL BUILDING DEPARTMENT

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 American, 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