

Renewal of Contractor License or Registration

Before filling in the enclosed renewal form, please read the following:

NOTICE: The renewal form must be notarized by a Notary Public prior to mailing it to Regional Building Department. If the renewal form is delivered in person, do not sign the form; the Licensing Office will request a driver's license as identification and your signature.

INFORMATION

The information requested on this form is required. Please fill out the form completely.

INSURANCE

Liability insurance and Workers' Compensation insurance must be current. If the insurance expired or will expire prior to the completion of your license or registration renewal, mail a copy of the new Certificate of Liability Insurance and/or Workers' Compensation. If you are eligible and have a "Letter to Exempt" on file, check the "yes" box on the form.

COPY OF LICENSE (REGISTRATION RENEWALS ONLY)

Attach copies of your current license issued by the state of Colorado, (Plumbing, Electrical, Mechanical Contractor D, etc.)

FEE

Include the license or registration fee with your renewal form.

FORM SIGNATURE

Do not sign the form if you are delivering it to the Licensing Office; that must be done at the counter. If returning the form by mail, print and sign your name before a Notary Public, who will notarize the form. This policy protects you and Regional Building Department.

STANDARD RENEWAL TIME

Licenses are to be renewed within 45 days after the expiration date.

Licenses revoked or suspended by the Board of Review are not eligible for standard renewal. In addition, license 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).

LATE RENEWAL WITH PENALTIES

After 45 days and before 90 days have lapsed from the license expiration date, the Licensee 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, the license or registration is inactivated. License renewal is subject to reapplication, reinstatement or retesting, evaluation by the appropriate committee, and approval of the Board of Review.

License or Registration Renewal Form

Contractor/Company Name _____ Contractor ID: _____

Licensee FULL Name _____ License: _____

Address _____ Expiration date: _____

City, State, Zip _____ Amount due : _____

Letter to exempt on file? Yes () No ()

This license expires on the date noted above. Please check the contact and address information, and make any changes below. Return this form with the fee payable to Regional Building Department. If you have any questions, contact Contractor Licensing at (719) 327-2887.

SIGNATURE REQUIREMENTS

If returning the form by mail, print and sign your name before a Notary Public who will notarize the form. This policy protects you and Regional Building Department.

CONTRACTOR INFORMATION

Address _____

City _____ State _____ Zip _____

Telephone () _____ Fax () _____

E-mail Address _____ @ _____

LICENSEE INFORMATION (Required)

SSN _____ Date of Birth _____

Address _____

City _____ State _____ Zip _____

Telephone () _____ Fax () _____

E-mail Address _____ @ _____

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

CERTIFICATION

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.

LICENSEE Signature (before a Notary Public if mailing) _____

STATE OF _____)

_____)SS.

COUNTY OF _____)

Acknowledged before me, a Notary Public on this _____ day of _____ in the year _____ .

Notarized by _____

My Commission expires _____

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