

Mechanical Contractor License Changes

Please follow the instructions below to make a change to the Mechanical Contractor's License.

Company Changes Company Name

"A" status permits under the existing contractor ID number have been satisfactorily completed.

New application, stating current/new officers, addresses, etc.

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.

A new contractor ID number will be issued. All open permits under the existing contractor ID number will be transferred to the new contractor ID number.

Payment of \$25 processing fee. The current license expiration date will remain.

Company changes Licensee

Examinee applies for the appropriate license through the standard licensing application process. If the examinee has a valid and current contractor's license with Pikes Peak Regional Building Department, the application process will neither require retesting nor reference letters.

Letter requesting the change in Licensee, stating the former Licensee, the new Licensee and desired effective date. The letter is to be on the company letterhead and signed by the company representative.

The 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.

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 requesting the change in company, stating the former company, the new company and desired effective date. The letter is to be signed by the Licensee.

Licensee applies for the appropriate license through the standard licensing application process. If the licensee has a valid and current contractor's license with Pikes Peak Regional Building Department, the application process will neither require retesting nor reference letters. This change is subject to the Mechanical Committee's recommendation and Board of Review's approval.

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.

Upon approval, payment of fee equal to the license fee is required.

PIKES PEAK REGIONAL BUILDING DEPARTMENT

Mechanical A, B, C or E 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.

MECHANICAL CONTRACTOR LICENSE REQUESTED (check one)

EXAM DATE _____

8am 12pm

A (Commercial) B (Residential) C-__ (Specialty) E (Elevators/Escalators)

COMPANY INFORMATION

Type of company (check one) Individual Partnership Corporation LLC

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 THE COMPANY (owner, partner, employee, etc.) _____

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

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

Company's specialty area of construction _____

PROJECTS FOR WHICH THIS COMPANY WAS CONTRACTOR (current/former projects)

Project name & address (both are required) _____ Residential or Commercial _____ Project Cost _____

1. _____

2. _____

3. _____

LICENSES HELD BY THIS COMPANY (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 _____

LICENSE APPLICANT INFORMATION

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

Home Address _____ City _____ State _____ Zip _____

E-Mail Address _____ Phone () _____ Fax () _____

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 _____ Date _____