

## **Building Contractor License Application**

*Contractors must be licensed by PPRBD prior to soliciting for, contracting for, or performing work that requires a permit.*

### **Building Contractor A (General Commercial)**

#### **Building Contractor A-1**

This license shall entitle the holder to contract for the construction, alteration and repair of any type or size of structure permitted by the Regional Building Code. *(RBC203.2.1)*

#### **Building Contractor A-2**

This license shall entitle the holder to contract for the construction, alteration and repair of any type occupancy classification allowed by this Code, with the exception of Groups A, E, and I occupancies exceeding thirty-thousand (30,000) square feet in total building floor area or any building that requires Type I construction. *(RBC203.2.2)*

### **Building Contractor B (Limited Commercial)**

#### **Building Contractor B-1**

This license shall entitle the holder to contract for the construction, alteration and repair of any type of occupancy classification allowed by this Code, with the exception of Groups A, E, I or H occupancies or any building that requires Type I construction. *(RBC203.3.1)*

#### **Building Contractor B-2**

This license shall entitle the holder to contract for nonstructural remodeling in all occupancies, with the exception of Groups A, E, I or H occupancies or any building that requires Type I construction. Further, this license shall entitle the holder to contract for any work authorized under a Building Contractor C license, the construction, alteration and repair of any Group B, F, M or S occupancies not more than one (1) story in height and not more than seven-thousand five-hundred (7,500) square feet in total building floor area, and the construction, alteration or repair of any Group R occupancies not more than sixteen (16) units and not more than two (2) stories in height. *(RBC203.3.2)*

### **Building Contractor C (Home Builder)**

This license shall entitle the holder to contract for the construction, alteration and repair of one- and two-family dwellings not more than three (3) stories in height and their accessory structures. Further, this license shall entitle the holder to construct, alter and repair Group R-2 occupancies of not more than eight (8) units and not more than two (2) stories in height. When in the opinion of the Building Official the work to be performed is minor and does not affect the structure or safety of the building, the holder of this license may also contract for nonstructural repair and remodeling of all buildings with the exception of Group A, E, I, and H occupancies, or buildings that require Type I construction. *(RBC203.4)*

### **Building Contractor D (Specialty)**

#### **Single Trade Contractor D-1**

This license shall entitle the holder to contract for work only in the single trade designated on the license. This license shall be issued by the Board of Review to those engaged in contracting as other than a Building Contractor A, B, or C as licensed in the Regional Building Code for labor or for labor and material involving only a single trade, to include but not be limited to: foundation repair, masonry, retaining walls, roofing, siding, stucco, glazing, and swimming pools; and also those specifically designated below. *(RBC203.5.1 & RBC203.5)*

**Exterior Contractor D-1**

This license shall entitle the holder to contract for roofing, stucco, and siding. (RBC203.5.1)  
*\*If you are applying for the D-1 Exteriors license, your references must be (1) roofing, (1) stucco, and (1) siding.*

**Wrecking Contractor D2A**

The license shall entitle the holder to wreck any building. (RBC203.5.2)

**Moving Contractor D-4**

This license shall entitle the holder to contract for the moving of buildings and structures along the roads and streets within PPRBD's Jurisdiction. (RBC203.5.4)

**Sign Contractor D-5A**

This license shall entitle the holder to contract for the erection, enlargement, moving and maintenance, or removal of all signs. (RBC203.5.5)

**Building Contractor E (Maintenance and Remodeling)**

This license shall entitle the holder to contract for the construction, alteration and repair of structures accessory to one and two-family dwellings not intended as enclosed habitable space such as decks, fences, sheds, patio covers, and detached garages and workshops and for interior nonstructural repair or remodeling of one- or two-family dwellings. (RBC203.6)

**Building Solar Energy Contractor F-1**

This license shall entitle the holder to contract for the installation of all kinds of active solar heating and cooling systems, and to make the necessary connections to related equipment. The work done under this license shall be limited to the solar collector installation and its connection to the existing gas, plumbing, and/or heating systems. (RBC203.7)

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

- Application form - Pages 3-8 must be filled out completely or it will not be accepted  
*\*Attaching the applicant's resume is recommended to show additional experience*
- Enclose the non-refundable \$50 application/processing fee with your completed application  
*The fee is payable by cash, Visa, Master-Card, Discover, or check*
- Copy of Driver's license or Photo ID card issued by a state or the federal government
- Approved ICC National Standardized Contractor Exam
- Pikes Peak Regional Building Reference Request Forms for applicant (3) must be filled out completely
- Must attach all license's held by the company and the applicant *(If any)*
- Liability Insurance Certificate
- Workers' Compensation Certificate or Rejection of Coverage from the State of Colorado  
[www.colorado.gov](http://www.colorado.gov)
- Certificate of Good Standing from the State of Colorado [www.sos.state.co.us](http://www.sos.state.co.us)
- Criminal Background Check will be performed by Pikes Peak Regional Building Department

**Exam**

We accept ICC National Standardized or ICC Colorado Standard exams taken in 2003 or later. See ICC Testing for more information.

A-1	Exam Required	D-1 Exterior	Exam Required
A-2	Exam Required	D-1 Roofing	Exam Required
B-1	Exam Required	D-2A Wrecking	No Test Required
B-2	Exam Required	D-4 Moving	No Test Required
C	Exam Required	D-5A Sign	No Test Required
E	Exam Required	F-1 Solar	No Test Required

**References**

Three (3) references are required (see attached forms 6-8). A reference cannot be provided by a relative, spouse, or a current PPRBD employee. References should document the experience listed for the license type you are applying for. Examples include an architect or engineer who worked on the site of the applicant’s project; and building owner for whom the applicant worked; or a general contractor for whom the applicant worked. The applicant is responsible for providing the attached reference forms to three or more individuals. The individuals providing the references may return them to the applicant or Pikes Peak Regional Building Department. You may call the Contractor Licensing Office at (719) 327-2887 to verify that references have been received.

**License Review**

The Licensing Committee reviews license requests and makes recommendations for approval, conditions, or denials to the Board of Review. All required documents, exam, and application fee must be complete before the license request is placed on the Licensing Committee meeting agenda. The deadline to have the completed application and all required documents to PPRBD three weeks prior to the Licensing Committee meeting, which occurs on the second Wednesday of each month. License approval and denials are made and offered by the Licensing Committee and then must be approved by the Board of Review that meets the third Wednesday of each month.

**License Issuance**

Within 60 days of the Board of Review’s approval, the applicant must pick up the license. After 60 days, an unclaimed license is voided and the entire application file is discarded. Work cannot be solicited for, contracted for, or performed until the license is issued and picked up.

**License Fees**

License fees are paid before license issuance. Fees are NOT prorated for a portion of the year.

A-1 & A-2	General Commercial	\$200
B-1 & B-2	Limited Commercial	\$175
C	Homebuilder	\$150
D-1	Single Trade or Exteriors	\$100
D-2A	Wrecking	\$125
D-4	Moving	\$100
D-5A	Sign	\$125
E	Residential Maintenance/Remodeling	\$75
F-1	Solar	\$100



## Applicant's Information

Applicant's Name: \_\_\_\_\_  
*Last* *First* *M.I.*

Date of Birth: \_\_\_\_\_ Social Security Number: \_\_\_\_\_

Residence Address: \_\_\_\_\_  
*Number/Street Only - NO P.O. Boxes or PBM's* *Apartment/Unit #*

\_\_\_\_\_ *City* *State* *ZIP Code*

Applicant's Phone Number: \_\_\_\_\_ Applicant's Email Address: \_\_\_\_\_

1. What is your area of expertise in the construction industry? \_\_\_\_\_
2. How long have you worked in the construction industry? \_\_\_\_\_
3. What is your affiliation with the company? (*Owner, partner, employee, etc.*) \_\_\_\_\_
4. Have you ever been convicted of a misdemeanor or felony?  Yes  No If yes, Explain \_\_\_\_\_
5. Type of work you have performed (*Check one or both, if applicable*)  Residential  Commercial
6. Have you ever been named in or responsible for any entered and unsatisfied judgments, liens, and/or claims against them in which the company was the contractor?  Yes  No If yes, Explain \_\_\_\_\_
7. Have you ever declared bankruptcy?  Yes  No If yes, Explain \_\_\_\_\_
8. Have you had a license suspended or revoked?  Yes  No If yes, Explain \_\_\_\_\_
9. Have you ever defaulted on a contract?  Yes  No If yes, Explain \_\_\_\_\_
10. The applicant understands that direct supervision and control includes any one or a combination of the following activities: supervising, managing construction activities by making technical, and administrative decisions, checking jobs for proper workmanship, or direct supervision on job sites. Will you, as the qualifying individual, perform one or more of these duties?  Yes  No

## Work History

Company: \_\_\_\_\_ From: \_\_\_\_\_ To: \_\_\_\_\_

Company: \_\_\_\_\_ From: \_\_\_\_\_ To: \_\_\_\_\_

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## Education

Trade School or Institution: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Did you graduate?  Yes  No Degree: \_\_\_\_\_

Trade School or Institution: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Did you graduate?  Yes  No Degree: \_\_\_\_\_

## Project History (Projects performed or supervised by the applicant)

1. Project Street Address: \_\_\_\_\_

Type of work: (Check one)  Residential  Commercial Permit Number: \_\_\_\_\_

Occupancy Classification: \_\_\_\_\_ Size: \_\_\_\_\_ Type of Construction: \_\_\_\_\_ Project Cost: \_\_\_\_\_

Describe Job in detail: \_\_\_\_\_

Applicant's position: (For example: trainee, apprentice, project manager, and supervisor) \_\_\_\_\_

2. Project Street Address: \_\_\_\_\_

Type of work: (Check one)  Residential  Commercial Permit Number: \_\_\_\_\_

Occupancy Classification: \_\_\_\_\_ Size: \_\_\_\_\_ Type of Construction: \_\_\_\_\_ Project Cost: \_\_\_\_\_

Describe Job in detail: \_\_\_\_\_

Applicant's position: (For example: trainee, apprentice, project manager, and supervisor) \_\_\_\_\_

3. Project Street Address: \_\_\_\_\_

Type of work: (Check one)  Residential  Commercial Permit Number: \_\_\_\_\_

Occupancy Classification: \_\_\_\_\_ Size: \_\_\_\_\_ Type of Construction: \_\_\_\_\_ Project Cost: \_\_\_\_\_

Describe Job in detail: \_\_\_\_\_

Applicant's position: (For example: trainee, apprentice, project manager, and supervisor) \_\_\_\_\_

4. Project Street Address: \_\_\_\_\_

Type of work: (Check one)  Residential  Commercial Permit Number: \_\_\_\_\_

Occupancy Classification: \_\_\_\_\_ Size: \_\_\_\_\_ Type of Construction: \_\_\_\_\_ Project Cost: \_\_\_\_\_

Describe Job in detail: \_\_\_\_\_

Applicant's position: (For example: trainee, apprentice, project manager, and supervisor) \_\_\_\_\_

5. Project Street Address: \_\_\_\_\_

Type of work: (Check one)  Residential  Commercial Permit Number: \_\_\_\_\_

Occupancy Classification: \_\_\_\_\_ Size: \_\_\_\_\_ Type of Construction: \_\_\_\_\_ Project Cost: \_\_\_\_\_

Describe Job in detail: \_\_\_\_\_

Applicant's position: (For example: trainee, apprentice, project manager, and supervisor) \_\_\_\_\_

**CERTIFICATION** (The following declaration is to be signed by the **applicant**) Pikes Peak Regional Building Department requires all persons seeking a license to undergo a **Criminal Background Check**. I hereby authorize Pikes Peak Regional Building Department to perform a **Criminal Background Check** utilizing information provided on this application. I agree and understand Pikes Peak Regional Building Department may deny me a license after reviewing my **Criminal Background Check**. If any information provided on this application is untrue, license granted to me is automatically revoked.

Applicant's Printed Name: \_\_\_\_\_

Applicant's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## Pikes Peak Regional Building Department Reference Request Form

The application for license is under consideration by the Board of Review on behalf of the City of Colorado Springs, El Paso County, 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 and will remain strictly confidential. Information should be based on your knowledge of the applicant's work on a project, and include project type and scope, and the work position held by the applicant. References may NOT be provided for a relative or by a PPRBD employee.

Please complete and sign this form and return to Pikes Peak Regional Building Department at your earliest convenience. You can return by mail, hand delivery, fax to (719)327-2951, or e-mail [Licensing@pprbd.org](mailto:Licensing@pprbd.org).

### Applicant's Information

Applicant's Name: \_\_\_\_\_ License Type: \_\_\_\_\_

Business Name: \_\_\_\_\_

### Reference of Applicant's Experience & Qualifications

Project Address: \_\_\_\_\_  
*Street Address* *Suite#*

\_\_\_\_\_ *City*

\_\_\_\_\_ *State*

\_\_\_\_\_ *Zip*

Permit Number: \_\_\_\_\_ Type of work (Check one)  Residential  Commercial

If commercial, what was the "Use" (Check all that apply)

Office  Retail  Church  Restaurant  School  Other \_\_\_\_\_

What is your relationship to the applicant on this project? \_\_\_\_\_

What was the applicant's position on this project? \_\_\_\_\_

What trade or work did the applicant was perform? \_\_\_\_\_

What is your opinion of the applicant's performance on this project? \_\_\_\_\_

### Applicant's Character

Please check the appropriate number that reflects your assessment of the applicant.

	Poor	Average	Excellent	Unknown
Financial Responsibility				
Ethics				
Administrative capabilities				

Do you recommend granting the requested license to this applicant and company?  Yes  No

Comments: \_\_\_\_\_

### Contact Information

Name: \_\_\_\_\_ Phone: (Daytime) \_\_\_\_\_

Address: \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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Church

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School

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Address: \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_