

Pikes Peak REGIONAL Building Department

Examinee Changes License/Registration Application

Please follow the instructions below to make changes to an existing license or registration.

A-status permits (Administratively Closed Permits) under the existing contractor ID number must be satisfactorily completed. All unresolved permits under the existing contractor ID number will be transferred to the new contractor ID number. Any outstanding A-status permits will result in a “locked” license/registration until required satisfactory completion thereof.

Insurance - The name of the insured must match the name of the company on your application license/registration EXACTLY. The name of the insured must include any and all trade names. The certificate holder must be “Pikes Peak Regional Building Department, 2880 International Circle, Colorado Springs, CO 80910.” <https://www.pprbd.org/Licensing/InsuranceRequirements> (RBC201.7)

Examinee Changes

Licensee changes company or vice versa is subject to the Licensing Committee’s recommendation and approval by the Board of Review. The license will not be issued until after approval by the Board of Review. Payment for the annual license fee (RBC201.6.2.4; RBC201.10.4; RBC202.6) is due after the Board of Review’s approval, but prior to license issuance.

Payment for the annual registration fee, if any, is due prior to registration issuance.

Once Pikes Peak Regional Building Department (“PPRBD”) receives formal notice that an examinee is no longer with the company and is transferring the license/registration (or for other reasons transfers the license/registration), then PPRBD administratively locks the license/registration and gives the examinee’s former company 30 days to request inspections for any open and/or A-status permits for work already completed, but not yet inspected. No new permits may be obtained.

A-status permits under the existing contractor ID number must be satisfactorily completed prior to activating a new license/registration and obtaining new permits.

All unresolved permits under the existing contractor ID number will be transferred to the new contractor ID number unless the former company obtains a new examinee who accepts responsibility for the unresolved permits.

Failure to replace the examinee within 30 days from the date of his/her disassociation will result in the automatic suspension of a license/registration.

License Review Only

The Licensing Committee considers license requests and makes recommendations for approval, conditions, or denials to the Board of Review. All required documents, exam, name-based judicial record review, and application fee must be complete before the license request is placed on the Licensing Committee meeting agenda. The deadline to submit the completed application and all required documents to PPRBD is three (3) weeks prior to the Licensing Committee meeting. The deadline to submit supplemental application documents to PPRBD, including but not limited to additional relevant experience, is ten (10) calendar days prior to the Licensing Committee meeting; any documents submitted to PPRBD past the 10-calendar day deadline will result in the license application remaining in “incomplete” status and its possible consideration at the next month’s Licensing Committee meeting. **No exceptions to this requirement shall be considered by PPRBD staff.** License approvals, conditions, or denials are recommendations by the Licensing Committee and must be approved by the Board of Review, which meets the following week.

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License/Registration Issuance

Within sixty (60) days of the Board of Review's approval, the applicant must obtain the license/registration. After sixty (60) days, an unclaimed license/registration is voided, the entire application file is discarded, and the applicant must reapply. Work cannot be consulted for, contracted for, or performed until the license/registration is issued.

* * * *

The items listed below are required for consideration of your examinee changes application:

- Application form - Pages 3-6 must be filled out completely or the application will not be accepted.
*Attaching the applicant's resume is recommended.
- A non-refundable \$50 application/processing fee is due at the time the application is submitted.
*The fee is payable by cash, check, or credit card.
- Copy of current Driver License or photo ID card issued by a state or federal government.
- Letter requesting the change, stating the former company name, the new company name, the effective date, and responsibility for any unresolved permits. **The letter is to be signed by the examinee and the principal of the new company.**

- Liability Insurance Certificate.

*The contractor business name designated on your insurance certificate and in your license/registration application must match the Colorado Secretary of State records EXACTLY. If you are contracting for work under tradename(s), the tradename(s) must also be included on your insurance certificate and in your contractor license/registration application.

*Required minimum insurance levels are listed in Section RBC201.7 of the Regional Building Code. A certificate of insurance for liability is required for all contractors performing construction consulting or construction work covered by the Regional Building Code within the jurisdiction of the Department. A certificate of insurance for worker's compensation is also required if the contractor has any employees and is not exempt from the Colorado State Statute requirements. If the contractor is exempt, the contractor must provide documentation from the State of Colorado. When providing certificates of insurance, "Pikes Peak Regional Building Department" is required to be listed as the certificate holder. The Department does not need to be listed as an additional insured.

- Workers' Compensation Certificate or Rejection of Coverage from the State of Colorado.

(www.colorado.gov)

- Certificate of Good Standing from the State of Colorado. (www.sos.state.co.us)

- See attached Privacy Act Statement.

*Please Note:

A name-based judicial record check will be performed by PPRBD. The name-based judicial record review process may affect when your application will be considered by Department staff or reviewed by the Licensing Committee, as applicable.

*Electronic Applications can also be submitted online at www.pprbd.org/Licensing/Application

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CHANGE TYPE (check one)

Name Change

Examinee Change

BUILDING CONTRACTOR LICENSE TYPE (check one):

A-1	D-1: _____	D-5A	H-A	H-C4
A-2	[CHOOSE ABOVE: "Exterior" or a specific single trade]	D-6B	H-B	H-D
B-1	D-2A	E	H-C1	H-E
B-2	D-3B	F-1	H-C2	
C	D-4	F-2	H-C3	

RBD USE ONLY

Date: _____
Initials: _____
Receipt # _____
RBD # _____

Business Information

Type of Entity (Check one) Individual Partnership Corporation LLC Other

Business Name: _____
(DBAs): _____

(The business name is the name that will appear on the license/registration and is the actual name under which the contracting business will operate including DBAs. The business name must match exactly the name on file with the Colorado Secretary of State, or a letter must be submitted stating which business name(s) will be used within the jurisdiction of PPRBD.)

Federal Employer ID: (if any) _____

Business Address: _____
_____ Apt./Unit #
_____ City _____ State _____ Zip Code

Business Phone: _____ Business E-Mail: _____
Business Fax: _____ Business Website: _____

Company's Principals or Owners:

Name: _____ Title: _____
Name: _____ Title: _____

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

2. Company's specialty area of construction: _____

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

4. Has the company or any other entity you have been or are associated with been named in or responsible for any entered or unsatisfied judgments, liens, and/or claims against it?
Yes No If yes, explain:

5. Has the company or any entity you have been or are associated with been accused of, charged, or liable for any claims (civil, criminal, or administrative) for work related to any license or registration issued by this jurisdiction or for work related to the building trades in any jurisdiction?
Yes No If yes, explain:

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6. Has the company changed its name and/or assumed the business and/or assets of another company?
Yes No If yes, explain:

7. Has the company ever had a license or registration suspended or revoked?
Yes No If yes, explain:

8. Has the company ever defaulted on a construction consultation and/or construction contract?
Yes No If yes, explain:

9. Has the company ever declared bankruptcy?
Yes No If yes, explain:

CERTIFICATION (The following declaration is to be signed by a principal or an owner of the company)

The undersigned, on behalf of the company, does hereby declare and warrant that the “Applicant” for a contractor’s license/registration named herein has the express authority to bind the company by this application; and, further, the company does hereby agree to abide by the ordinances, rules, codes, and regulations promulgated by the City of Colorado Springs, El Paso County, and those adopted by the municipal entities within El Paso County, and the City of Woodland Park, Teller County, in regard to any work which may be performed by the company pursuant to the contractor’s license/registration for which this application is made and for which the work is governed by the Regional Building Code. (*See attached Privacy Act Statement*)

Representative Printed Name: _____

Signature of Representative: _____ Date: _____

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8. Have you had a license or registration 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 include any one or a combination of the following activities: supervising, managing construction activities by making technical and/or administrative decisions, checking jobs for proper workmanship, or direct supervision on job site(s). Will you, as the qualifying individual, perform one or more of these duties?
Yes No

Applicant's Work History

Company: _____	From: _____	To: _____
Company: _____	From: _____	To: _____
Company: _____	From: _____	To: _____

CERTIFICATION (The following declaration is to be signed by the applicant/examinee)

PPRBD requires all persons seeking a license/registration to undergo a name-based judicial record check. I hereby authorize PPRBD to perform a name-based judicial record check utilizing information provided in this application. I agree and understand PPRBD may deny me a license/registration after such review in accordance with the Regional Building Code and applicable statutory requirements. If any information provided in this application is untrue, the license/registration granted to me may be automatically revoked by PPRBD in accordance with the Regional Building Code and applicable statutory requirements thereto. The review process may affect when your application is considered by Department staff or reviewed by the Licensing Committee, as applicable. (See attached Privacy Act Statement)

Applicant/Examinee's Printed Name: _____

Applicant/Examinee's Signature: _____ Date: _____



PRIVACY ACT STATEMENT

Privacy Act Statement

Pursuant to 5 U.S.C. § 552a(e)(3), this Privacy Act Statement serves to inform you of the following concerning the collection of the information on this form.

A. AUTHORITY:

Collection of the information solicited on this form is authorized by Title 24 of the Colorado Revised Statutes (C.R.S.), whether or not codified. In general, see C.R.S. §§ 24-5-101, 24-50-1001 *et al.*, 24-72-301, *et al.*, including, but not limited to 24-72-305.4, 24-60-2702. For licensing, certification, or registration functions for any governmental entity, in addition to other authority conferred by law, specifically refer to C.R.S. § 24-72-305.4. For contemplated employment for certain positions with Pikes Peak Regional Building Department where confidential financial and personally identifiable information, as such is regulated by Titles 6 and 24 of C.R.S., may readily be available to a person, the information solicited by the Department is a requirement/condition to employment.

B. PURPOSE:

The primary purpose for soliciting this information is to determine the eligibility of, and whether there exists a law enforcement or security risk in permitting licensing, certification, or registration, or employment, as applicable.

C. ROUTINE USES:

The information solicited on this form may be made available as a "routine use" to other government agencies to assist the Department in making determinations about the person's eligibility for licensing, certification, or registration, as applicable, for administration purposes. The information may be made available to the State of Colorado (specific to any licensing, certification, or registration regulated by it) in the event an application is not approved, so that a determination can be made for issuance thereof.

D. CONSEQUENCES OF FAILURE TO PROVIDE INFORMATION:

Licensing, certification, or registration by the Department may not be issued, or consideration for/an offer of employment with the Department, as applicable, may be terminated by the Department.

Last Updated: May 14, 2021