

Pikes Peak **REGIONAL** Building Department

Building Contractor License Application

Contractors must be licensed by PPRBD prior to soliciting for, contracting for, consulting 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 Group 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 Group 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 Groups 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 materials 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 Exterior license, your references must be (1) roofing, (1) stucco, and (1) siding).

Wrecking Contractor D-2A

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

*If you are applying for the D-2A Wrecking license, you must have a minimum of four (4) years of experience in wrecking.

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 governed under the Regional Building Code. (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 heating systems. (RBC203.7)

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

- ☐ Application form - Pages 1-8 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, Visa, Mastercard, Discover, or check.
- ☐ Copy of current Driver License or photo ID card issued by a state or the federal government.
- ☐ Approved & Passed ICC National Standardized Contractor Exam. (If Applicable)
- ☐ 3 Pikes Peak Regional Building Reference Request Forms for applicant filled out in their entirety.
- ☐ Attach copies of all licenses 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)
- ☐ Certificate of Good Standing from the State of Colorado. (www.sos.state.co.us)

***Please Note:** Criminal Background Check will be performed by Pikes Peak Regional Building Department. The background review process may affect when your Application will be reviewed by the Licensing Committee.

* **Applications can be submitted online at** www.pprbd.org

License Exams and Fees

We accept ICC National Standardized or ICC Colorado Standard exams 2009 code or later. See ICC Testing for more information. License fees are paid before license issuance. Fees are NOT prorated for a portion of the year.

| Exam Description | License Code | Exam Required | Exam Code (if required) | License Fee |
|--------------------|--------------|---------------|-------------------------|-------------|
| General Commercial | A-1 | Yes | F11 | \$200 |
| General Commercial | A-2 | Yes | F11 | \$200 |
| Limited Commercial | B-1 | Yes | F12 | \$175 |
| Limited Commercial | B-2 | Yes | F12 | \$175 |
| Homebuilder | C | Yes | F13 | \$150 |
| Exterior | D-1 | Yes | F14 | \$100 |
| Roofing | D-1 | Yes | F14 | \$100 |
| Siding | D-1 | No | | \$100 |
| Stucco | D-1 | No | | \$100 |
| Wrecking | D-2A | No | | \$125 |
| Moving | D-4 | No | | \$100 |
| Sign | D-5A | No | | \$125 |
| Solar | F-1 | No | | \$100 |

References

Three (3) references are required (see attached Application form, Pages 9-11). A reference cannot be provided by a relative, spouse, or a current PPRBD employee. References shall document the experience of the license type for which you are applying. Examples include, an architect or engineer who worked on the site of the applicant's project, 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 by following the instructions on the form. You may email the Contractor Licensing Office at licensing@pprbd.org to confirm receipt of references.

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, background 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 weeks prior to the Licensing Committee meeting, which occurs on the second Wednesday of each month. License approvals, conditions, or denials are recommendations by the Licensing Committee and must be approved by the Board of Review that meets the following Wednesday.

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, and the applicant must reapply. Work cannot be solicited for, contracted for, or performed until the license is issued and picked up.

Building Contractor License Application

BUILDING CONTRACTOR LICENSE REQUESTED (check one)

- ☐ A-1 ☐ B-1 ☐ C ☐ D-4 ☐ D-2A ☐ F-1
☐ A-2 ☐ B-2 ☐ D-1 ☐ D-5A ☐ E
☐ Primary ☐ Secondary ☐ Upgrade
Examinee Examinee License ID # _____

RBD USE ONLY

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

Business Information

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

Business Name: _____

(DBAs): _____

(The business name is the name that will appear on the license and is the actual name under which the contracting business will operate including DBAs.)

Federal Employer Identification Number (if any): _____

Business Address: _____ Apt./Unit # _____

Street Address (and P. O. Box, if applicable)

City

State

Zip Code

Business Phone: _____ Business Email: _____

Business Website: _____

Company's Principals:

Name: _____ Title: _____

Name: _____ Title: _____

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

2. Has the company ever held a license with PPRBD before? If so, list the ID#: _____

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

4. Has this company or any other entity you have been, or are, associated with been named in or responsible for any entered and unsatisfied judgements, liens, and/or claims against it?

☐ Yes ☐ No If yes,

Explain:

Building Contractor License Application

5. Has the company or any entity you have been or are associated with been convicted by a court, having competent jurisdiction, for work related to any license issued by this jurisdiction, or for any work related to the building trades in any jurisdiction? ☐ Yes ☐ No If yes,

Explain:

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 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:

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

The undersigned, on behalf of the company, does hereby declare and warrant that the “applicant” for a contractor’s license 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 for which this application is made and for which the work is governed by the Regional Building Code.

Representative Printed Name:

Signature of Representative:

Date:

Applicant's Information

Applicant's Name: _____
Last First M.I.

Date of Birth: _____ Social Security Number: _____

Residence Address: _____
Apt./Unit #

Number / Street Only - NO P. O. Boxes or PBM's

City State Zip Code

Applicant's Home Phone: _____ Applicant's Cell Phone: _____

Applicant's Office Phone: _____

Applicant's Email Address: _____

1. What is your area of expertise in the construction industry and where? _____

2. How long have you worked in the construction industry? _____

3. What is your affiliation with the company? (Principal, employee, etc.) _____

4. Have you been convicted by a court of competent jurisdiction for work related to any license issued by the jurisdiction, or for work related to the building trades in any jurisdiction?
☐ Yes ☐ No If yes,
Explain: _____

5. Have you been named in or responsible for any entered and unsatisfied judgments, liens, and/or claims?
☐ Yes ☐ No If yes,
Explain: _____

6. Have you declared bankruptcy?
☐ Yes ☐ No If yes,
Explain: _____

Applicant's Information

7. Have you had ownership interest in other companies which have done construction work or construction consulting work within the jurisdiction of PPRBD? If so, provide names:

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:

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/or 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

Applicant's Work History

Company: _____ From: _____ To: _____

Company: _____ From: _____ To: _____

Company: _____ From: _____ To: _____

Applicant's 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 project in detail: _____

Applicant's position: (for example: trainee, apprentice, project manager, supervisor) _____

2. Project Street Address: _____

Type of work: (check one) ☐ Residential ☐ Commercial Permit Number: _____

Occupancy Classification: _____ Size: _____ Type of Construction: _____ Project Cost: _____

Describe project in detail: _____

Applicant's position: (for example: trainee, apprentice, project manager, supervisor) _____

3. Project Street Address: _____

Type of work: (check one) ☐ Residential ☐ Commercial Permit Number: _____

Occupancy Classification: _____ Size: _____ Type of Construction: _____ Project Cost: _____

Describe project in detail: _____

Applicant's position: (for example: trainee, apprentice, project manager, supervisor) _____

4. Project Street Address: _____

Type of work: (check one) ☐ Residential ☐ Commercial Permit Number: _____

Occupancy Classification: _____ Size: _____ Type of Construction: _____ Project Cost: _____

Describe project in detail: _____

Applicant's position: (for example: trainee, apprentice, project manager, supervisor) _____

5. Project Street Address: _____

Type of work: (check one) ☐ Residential ☐ Commercial Permit Number: _____

Occupancy Classification: _____ Size: _____ Type of Construction: _____ Project Cost: _____

Describe project in detail: _____

Applicant's position: (for example: trainee, apprentice, project manager, 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 in 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 in this application is untrue, the license granted to me may be automatically revoked by Pikes Peak Regional Building Department.

Applicant's Printed Name: _____

Applicant's Signature: _____ Date: _____

Pikes Peak Regional Building Department – Reference Request Form

The application for a license is under consideration by the Board of Review on behalf of Pikes Peak Regional Building Department (PPRBD).

As a reference listed by the applicant, your response is important in assessing this individual's qualifications for the requested contractor's license. Information should be based on your knowledge of the applicant's work on a project. References may NOT be provided for a relative or by a PPRBD employee.

Please complete and sign this form and return it to Pikes Peak Regional Building Department at your earliest convenience. You can return to applicant for submission or send it by mail, hand delivery, or e-mail to Licensing@pprbd.org. PPRBD may contact reference to verify information.

Applicant's Information

Applicant Name: _____ License Type Requested: _____

Business Name: _____

Reference of Applicant's Experience & Qualifications

Project Address: _____
Street Address (and P. O. Box, if applicable) *Apt. / Unit #*

City *State* *Zip Code*

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 perform? _____

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

Comments

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

Comments: _____

Contact Information

Name: _____ Phone: (Daytime) _____

Address: _____
Street Address (and P. O. Box, if applicable) *Apt. / Unit #*

City *State* *Zip Code*

Email: _____

Signature: _____ Date: _____

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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 perform? _____

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

Comments

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

Comments: _____

Contact Information

Name: _____ Phone: (Daytime) _____

Address: _____
Street Address (and P. O. Box, if applicable) *Apt./Unit #*

_____ *City* *State* *Zip Code*

Email: _____

Signature: _____ Date: _____

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Applicant's Information

Applicant Name: _____ License Type Requested: _____

Business Name: _____

Reference of Applicant's Experience & Qualifications

Project Address: _____
Street Address (and P. O. Box, if applicable) *Apt. / Unit #*

City *State* *Zip Code*

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 perform? _____

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

Comments

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

Comments: _____

Contact Information

Name: _____ Phone: (Daytime) _____

Address: _____
Street Address (and P. O. Box, if applicable) *Apt. / Unit #*

City *State* *Zip Code*

Email: _____

Signature: _____ Date: _____