



## Top 10 Most Common Licensing Mistakes

1. People not having a certificate of insurance (COI) for re-roofing work or explosion collapse and underground insurance (XCU) for wrecking.
2. Applying for the wrong license type. People should look at Chapter 3 of the International Building Code, section 203.3 to make sure they are applying for the right license.
3. Not notifying RBD of business changes. If you are a new business and/or make any changes to an existing business it is important to update the information with RBD.
4. Wrong name on the application. The name registered with Regional Building needs to match the name on file with the Secretary of State. Include Doing Business As (DBA) names. This is true for insurance, applications, and contracts.
5. Missing a letter of responsibility for expired permits. If a license holder is leaving a company or the company is changing their examinee, RBD needs a letter from the current licensee acknowledging the transfer and a separate letter from the new licensee taking responsibility for any open permits.
6. Missing Secretary of State documents for a new application and/or changes. If you have new documentation from the state, you need to update those documents with RBD.
7. Missing a certificate of good standing with the Secretary of State.
8. Wrong information on the application. It must be the license applicant's information, not the GM's or business details.
9. Rejection of workers comp needs to be filed with the division of workers compensation coverage & enforcement, not us. Its website is [www.colorado.gov/pacific/cdle/contact-us](http://www.colorado.gov/pacific/cdle/contact-us). Phone Number - 303-318-8700.
10. Incomplete applications. License applications need to be completely filled out on the RBD application form. Attachments can be added, but the info also needs to be on the application.