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## **APPLICATION FOR CONTRACTOR LICENSE**

### *INSTRUCTIONS*

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City of Glendale  
950 S. Birch St.  
Glendale, CO 80246

#### **Where to Apply for a Contractor's License:**

- **Online** at <https://www.glendale.co.us/107/Building-Permits-Department>
  - Email completed form to [BuildingPermits@Glendale.co.us](mailto:BuildingPermits@Glendale.co.us)
- **In person** at the Building & Court window on the 1<sup>st</sup> floor at the Glendale Municiple Building, 950 S. Birch St., Glendale, CO 80246.
- **By mail** to Building Department, 950 S. Birch St., Glendale, CO 80246.

#### **Instructions:**

1. For new contractor licenses, each application shall be accompanied by an application fee of Twenty Dollars (\$20) and the required license fee.
2. An Applicant shall be at least eighteen (18) years of age.
3. Whenever the laws of the State of Colorado require that a particular trade be licensed, then such license shall be a prerequisite for applicants for licensing by the City of Glendale. A copy of said license shall be attached to the application when submitted.
4. Insurance Required. Every contractor granted a license under the provisions of this article shall be required to maintain General Liability and Workman's Compensation insurance. An original Certificate of Insurance must list the City of Glendale, CO as the certificate holder and must be submitted with the application.
5. All licenses and certificates expire one (1) year after issuance, and it shall be the responsibility of the contractor to renew the license or certificate at that time.
6. Read Ordinance No. 5.12 of the Glendale Municiple Code. Ordinance No. 5.12 explains your responsibilities as a license holder in the City of Glendale.

# APPLICATION FOR CONTRACTOR LICENSE

**City of Glendale, CO**  
 950 South Birch Street  
 Glendale, CO 80246

303-639-4600  
[www.glendale.co.us](http://www.glendale.co.us)  
 Email completed form to BuildingPermits@glendale.co.us



NEW CONTRACTOR LICENSE\*

*\*License fee plus \$20 application fee*

RENEWAL OF CONTRACTOR LICENSE\*\*

*\*\*If renewed within 30 days of previous license expiration, waive the \$20 application fee*

In accordance with Ordinance No. 5, Series of 2022, I (we) hereby apply for the below license and submit the following information to support this application:

Company Name:		
Mailing Address:		
City:	State:	Zip:
Phone:	Email:	
Type of License:		

Name of Supervisor:		
Address:		
City:	State:	Zip:
Phone:	Email:	
Affiliation with firm (partner, stockholder, etc.):		

Names of principal or partners in the firm	Title	Residential Address & Phone number

The firm holds the following licenses/certifications:		
Issuer	Type	Number

**License Type**

\_\_\_\_\_ \$200.00     **General Contractor Class A** - To erect, add to, alter, or repair any building or structure. The demolition of a building or structure is permitted when the licensee established that he will erect a new building or addition on the same site. All work shall be performed under the supervision of the holder of Class A Building Supervisor's Certificate.

\_\_\_\_\_ \$125.00     **General Contractor Class B** - To erect, add to, alter, or repair any structure or building except those buildings of required Type I or Type II construction shall not exceed the height and area which is permitted for a Type III building. The demolition or partial demolition of any group R-3 occupancy or one story building or structure is permitted when the licensee establishes that he will erect a building or addition to the same site. All work shall be performed under the supervision of the holder of a Class A or Class B Building Supervisor's Certificate.

see below \_\_\_\_\_ \$75.00     **Contractor** - All work enumerated in this section shall be performed under the supervision of the holder of a Class A or Class B Building Supervisor's Certificate or the particular Class C Building Supervisor's Certificate.

- |   |                       |   |
|---|-----------------------|---|
| ___ Roofing   | ___ Fences            | ___ Structural Metal                      |
| ___ Waterproofing   | ___ Lawn Sprinkler    | ___ Lathing, Plastering, and Drywall      |
| ___ Masonry   | ___ Glass and Glazing | ___ Pre-Cast Building Units               |
| ___ Concrete  | ___ Wood Framing      | ___ Fire Protection                       |
| ___ Insulation  | ___ Swimming Pools    | ___ Patios, Carports, Sidings and Awnings |
| ___ Excavators, Caisson Drillers, and Drain Layers (R.O.W.) |                       |   |

see below \_\_\_\_\_ \$75.00     **Specialty Contractor** - All work enumerated in this section shall be performed under the supervision of the holder of a Class A or Class B Building Supervisor's Certificate and each shall require special certifications.

- |                |                |                                  |
|----------------|----------------|----------------------------------|
| ___ Demolition | ___ Elevator   | ___ Communication                |
| ___ Moving     | ___ Mechanical | ___ Domestic Appliance           |
| ___ Sign       | ___ Plumbing   | ___ Other (please specify) _____ |

\_\_\_\_\_ No Fee     **Electrical Contractor** - Must have Master Electrician certification.

**License exam taken** \_\_\_\_\_

Date taken \_\_\_\_\_ Expires \_\_\_\_\_ Code year covered \_\_\_\_\_

Have you or has your firm ever had a contractor license revoked or suspended?      YES      NO

If yes, please provide details \_\_\_\_\_

\_\_\_\_\_

## CLARIFICATION

By Supervisor:

I, the undersigned, do hereby submit within application for a Contractor's License as the Supervisor for the firm named herein. I do hereby expressly represent and warrant that I am acting in the capacity of an agent of said firm, and I hereby agree to accept the responsibility for said company's actions and my own actions in connection with any license that may be granted hereby.

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

Title: \_\_\_\_\_

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

***If you have no employees, you may sign the following Worker's Compensation Waiver in lieu of providing us with a certificate of insurance for worker's compensation. Please read the following carefully before signing.***

### Worker's Compensation Waiver

I certify that in the performance of the work for which this registration is issued, I will not be employing any person(s) so as to become subject to the worker's compensation laws of the State of Colorado.

If after making such certification, I become subject to the worker's compensation provisions of this code, I shall forthwith comply with the provisions of subsection 5.12.130 of the Glendale Municipal Code or my registration shall be deemed revoked.

\_\_\_\_\_  
Licensee Signature or Authorized agent - Sign only if you do  
not have employees and do not carry Worker's Compensation  
Insurance

\_\_\_\_\_  
Date