

PUEBLO REGIONAL BUILDING DEPARTMENT
MECHANICAL CONTRACTOR LICENSING PROCEDURES

NOTE: PLEASE READ THESE INSTRUCTIONS THOROUGHLY BEFORE YOU PROCEED. PLEASE PRINT OR TYPE ALL ENTRIES ON THE APPLICATION.

Contact: Joyce G. Bergemann, Licensing Technician
719-543-0002 or Fax 719-543-0062
316 W. 15th Street, Pueblo, CO 81003

A. GENERAL - ALL CONTRACTOR APPLICANTS:

1. All contractors must have a Pueblo Regional Building Department license or registration to perform construction work in Pueblo County.
2. "Contractor" applies not only to prime contractors such as general, electrical, mechanical and plumbing, but to all subcontractors as well, including roofers, glass glazing, concrete and similar tradesmen.

All applicants must submit the following for consideration by the Building Official or authorized delegate (s):

1. Application fee of **\$35.00** (collected at time of receipt of licensing packet)
 2. Application form shall be filled out completely and shall be in the form of a sworn statement.
 3. Credit Report fee of **\$60.00** (will take up to seven (7) days)
 4. Supply **all** required qualifications (employment and experience record verifications)
4. Acquire approval by the Building Official or authorized delegate (s) that the applicant is qualified.
- B. Any applicant aggrieved by the Building Official or the Building Official's authorized representative's refusal to issue a license may appeal such decision to the Board in accordance with section 4-1-8 of the Pueblo Municipal Code.
- C. Upon approval by the Building Official or authorized delegate(s), you will be notified by mail of your approval. If your application is not approved, you will be notified by mail instructions on information required for re-consideration.

NOTE: Applications, qualifications submitted and credit reports will be valid for six (6) months only.

Mechanical Contractor Licensing Procedures

Page Two

The ICC (International Code Council) test for the Mechanical "A" Contractor--Unlimited license will be required; **(1-877-234-6082 to schedule test)** all other procedures apply. All Mechanical "C" Contractor--Gas Fitter, Refrigeration and Sheet Metal or combination of any two will be a registration.

D. Upon notification by mail that a contractor's license has been granted, the applicant/company will submit the following:

1. Proof of Liability Insurance - A minimum of \$250,000 coverage is required. Insurance certificates for Commercial General Liability must contain the following items completed as required by Ordinance 4-1-17 (a) and (b).
 - The "Description of Operations" must match the type of license
 - The General Liability "Each Occurrence" amount
 - The General Liability "Damage to Rented Premises" amount
 - The General Liability "Med Exp" amount or indicate included
 - The General Liability "Personal & Adv Injury" amount
 - The General Liability "General Aggregate" amount
 - Then General Liability "Products-Comp/Op Agg" amount
 - Pueblo Regional Building Department must be Certificate Holder
 - Effective and Expiration dates
 - Policy number(s) - If this category has "binder or pending" it will be only good for thirty days and then a certificate with numbers will be required
2. Workman's Compensation Certificate. The Pueblo Regional Building Department shall be listed as the certificate holder. **(forms online at www.coworkforce.com)**
2. Use tax license from the City of Pueblo **(application can be downloaded from the City of Pueblo Website)**.
4. License fee

When all items are completed, the license will be issued and permits may be obtained.

NOTE: All documents listed in E above must be submitted within 90 days of approval. Failure to submit the above will cause the license to be void. Applicant would then be required to re-apply and complete the application process in its entirety.

F. Contractor License fees are as follows:

1. Mechanical "A" Contractor	150.00
2. Mechanical "C" Contractor (Gas Fitter/Sheet Metal/Refrigeration) (each)	75.00
3. Apprentice Registration	25.00

CITY AND COUNTY OF PUEBLO

PUEBLO REGIONAL BUILDING DEPARTMENT

MINIMUM QUALIFICATIONS

Qualifications can be listed on page three (3) of the application in the form of names and numbers of people we can contact to verify experience or letters from previous or present employers.

Mechanical "A" Contractor—Unlimited

Five (5) years in the Mechanical field on gas, refrigeration and sheet metal systems.

Mechanical "C" Contractor—Gas Fitter

Four (4) years in the Mechanical field on gas systems.

Mechanical "C" Contractor—Refrigeration

Four (4) years in the Mechanical field on refrigeration systems.

Mechanical "C" Contractor—Sheet Metal

Four (4) years in the Mechanical field on sheet metal systems.

Mechanical "C" Contractor—Gas Fitter & Refrigeration

Four (4) years in the Mechanical field on gas and refrigeration systems.

Mechanical "C" Contractor—Gas Fitter & Sheet Metal

Four (4) years in the Mechanical field on gas and sheet metal systems.

Mechanical "C" Contractor—Refrigeration & Sheet Metal

Four (4) years in the Mechanical field on refrigeration and sheet metal systems.

Journeyman Gas Fitter - Three (3) years as an apprentice working on gas systems under supervision of a Journeyman or Contractor.

Journeyman Refrigeration - Three (3) years as an apprentice working with refrigeration systems under supervision of a Journeyman or Contractor.

Journeyman Sheet Metal - Three (3) years as an apprentice working on sheet metal systems under supervision of a Journeyman or Contractor.

Apprentice Gas Fitter, Refrigeration and/or Sheet Metal are a registration only.

**APPLICATION FOR A MECHANICAL LICENSE
PUEBLO REGIONAL BUILDING DEPARTMENT
316 WEST 15TH STREEET
PUEBLO, COLORADO 81003
(719) 543-0002**

Circle Appropriate License Type: Mechanical "A" Unlimited; Mechanical "C" Gas Fitter; Mechanical "C" Refrigeration; Mechanical "C" Sheet Metal; Mechanical "C" Gas Fitter & Refrigeration; Mechanical "C" Gas Fitter & Sheet Metal; Mechanical "C" Refrigeration & Sheet Metal

Application Fee \$ 35.00
Credit Report \$ 60.00

Date _____

APPLICANT:

Name _____ Phone # () _____

Address _____
Street City State Zip

Age ____ Date of Birth _____ Social Security # _____

Have you held a Mechanical license in any jurisdiction? Yes No

List all active licenses: _____

(Please attach copies of all active licenses to application.)

If jurisdiction does not require license, please attach letter from them on their letterhead stating so.

Have you ever had a Mechanical license suspended/revoked? Yes No

If so, by whom and for what reason? _____

Telephone numbers provided as references on Page 3 of this application must be reachable between 7:30 a.m. - 4:30 p.m. (MT). If references cannot be verified, your application may be delayed in going to the Building Official for approval.

I hereby certify that the statements contained herein are true to the best of my knowledge and belief. I understand a false statement in answering questions on this application is justification for revocation of a license.

Applicant's Signature _____ Date _____

Please provide names and numbers of people we can contact to verify the applicant's experience in the field applying for:

Name of Company and/or Contact _____
Street: _____ City: _____ State: _____
Position held: _____
Immediate Supervisor: _____ Phone Number: _____
From Mo./Yr. _____ To Mo./Yr. _____
Description of Projects: _____

Name of Company and/or Contact _____
Street: _____ City: _____ State: _____
Position held: _____
Immediate Supervisor: _____ Phone Number: _____
From Mo./Yr. _____ To Mo./Yr. _____
Description of Projects: _____

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