

PUEBLO REGIONAL BUILDING DEPARTMENT
REGISTRATION PROCEDURES FOR SUB CONTRACTORS:

Awning, Concrete, Demolition, Drywall, Excavation, Framing, House
Moving, Masonry, Ornamental Iron, Asphalt Paving, Siding, Sign
Erection, Structural Steel, U Occupancy, Fire Mains, Lawn
Sprinkler Systems, Water & Sewer and Water Connected Appliances

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

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, concrete and similar tradesmen.
3. 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 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.

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D. Upon notification by mail that your registration 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)**
3. 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:

a. Building "D" Contractor-Single Trade	75.00
b. Building "D" Contractor-Wrecking	150.00
c. Building "D" Contractor-Moving	125.00
d. Plumbing Utility Contractor (Sewer/Water Service Line/Fire Mains)	75.00
e. Water Connected Appliances	75.00

PUEBLO REGIONAL BUILDING DEPARTMENT
316 WEST 15TH STREET
PUEBLO, CO 81003
719-543-0002

MINIMUM QUALIFICATIONS FOR: Awning, Concrete, Demolition, Drywall, Excavation, Framing, House Moving, Masonry, Ornamental Iron, Asphalt Paving, Siding, Sign Erection, Structural Steel, U Occupancy, Fire Mains, Lawn Sprinkler Systems, Water & Sewer and Water Connected Appliances

Experience: Registration for Sub Contractors

1. Two (2) years of field experience in the respective trade to which the license pertains

UTILITY CONTRACTOR LICENSE

Experience: Water and Sewer

1. Two (2) years as a utility worker installing water and sewer lines for a licensed utility contractor.
2. Up to one (1) year of experience may be substituted for by working in a plumbing supply house, trade school or any related work.

Experience: Fire Mains

1. Two (2) years as a utility worker installing water and sewer lines for a licensed utility contractor.
2. Up to one (1) year of experience may be substituted for by working in a plumbing supply house, trade school or any related work.

Experience: Lawn Sprinkler Systems

1. Two (2) years as a Lawn Sprinkler System installer working for a licensed Lawn Sprinkler System contractor.
2. Up to one (1) year of experience may be substituted for by working in a plumbing supply house, trade school or any related work.

Experience: Water Connected Appliances

1. Two (2) years as a water connected appliance installer working under a licensed water connected appliance contractor.
2. Up to one (1) year of experience may be substituted for by working in a plumbing supply house, trade school or any related work.

THE COMPANY:

Company Name _____

Address _____
Street City State Zip

Phone () _____ Fax: () _____ **EMAIL:** _____
(to receive notices, newsletter, etc.)

Circle One:

The Company is a: Sole Proprietorship Corporation Partnership

Company Start Up Date: _____

Tax I. D. Number _____

Names, Positions and Social Security Numbers of Officers, Partners and Owners:

COMPANY CERTIFICATION:

The undersigned individual, partnership or corporation represents and warrants the above named "examinee" or "agent" for the contractor's license has the express authority to bind the company, partnership or corporation by this application and further, I/we agree to abide by the ordinances and regulations promulgated by the City and County of Pueblo and adopted by other local government entities within Pueblo County with regard to any work which is performed by our company pursuant to the contractor's license applied for in this application.

Signature: _____

Print Name: _____

Title: _____

NOTE: THIS CERTIFICATION MUST BE SIGNED BY A PARTNER, OWNER OR AN OFFICER OF THE COMPANY OR CORPORATION.

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: _____

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Position held: _____
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