

**PUEBLO REGIONAL BUILDING DEPARTMENT**  
**ROOFING CONTRACTOR LICENSING PROCEDURES**

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

**Contact: Joyce G. Bergemann, Licensing Technician**  
719-543-0002 or Fax 719-543-0062  
316 W. 15<sup>th</sup> 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, drywall, concrete and similar tradesmen.
3. All applicants must submit the following for Consideration by the Building Official:
  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 are valid for six (6) months only.**

## Roofing Contractor Licensing Procedures

### Page Two

The ICC (International Code Council) test for a "Roofing" license will be required; all other procedures apply. **(1-877-234-6082 to schedule test)** all other procedures apply.

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. If there are no employees, a State of Colorado waiver will be required. **(forms online at [www.coworkforce.com](http://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 previously in E must be submitted within 90 days of approval. Failure to submit the documents will cause the license to be void. Applicant would then be required to re-apply and complete the application process in its entirety.**

E. Contractor License fees are as follows:

a. Building "D" Contractor-Roofing	75.00
------------------------------------	-------

CITY AND COUNTY OF PUEBLO  
PUEBLO REGIONAL BUILDING DEPARTMENT  
MINIMUM QUALIFICATIONS  
BUILDING CONTRACTOR - D (Roofing)

**Experience**

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



**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: \_\_\_\_\_  
Your Position held: \_\_\_\_\_  
Immediate Supervisor: \_\_\_\_\_ Phone Number: \_\_\_\_\_  
From Mo./Yr. \_\_\_\_\_ To Mo./Yr. \_\_\_\_\_  
Description of Projects: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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

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

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