

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: Michael Krasovic, Licensing
719-543-0002 or Fax 719-543-0062
830 N. Main 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.

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)
5. Affidavit of Lawful Presence

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	\$260.00
2. Mechanical "C" Contractor (Gas Fitter/Sheet Metal/Refrigeration)	\$130.00 (each)
3. Journeyman Registration	\$40.00 (each)
4. Apprentice Registration	\$40.00 (each)

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.

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.

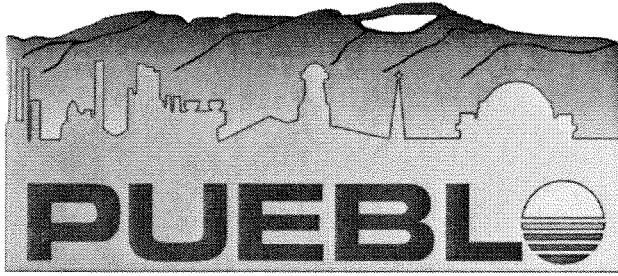
Please provide names and numbers of people we can contact to verify the Applicant's experience in the field applying for:

Person to Contact _____ Phone Number _____
Street: _____ City: _____ State: _____
Your Position held: _____
From Mo./Yr. _____ To Mo./Yr. _____
Description of Projects: _____

Person to Contact _____ Phone Number _____
Street: _____ City: _____ State: _____
Your Position held: _____
From Mo./Yr. _____ To Mo./Yr. _____
Description of Projects: _____

Person to Contact _____ Phone Number _____
Street: _____ City: _____ State: _____
Your Position held: _____
From Mo./Yr. _____ To Mo./Yr. _____
Description of Projects: _____

Person to Contact _____ Phone Number _____
Street: _____ City: _____ State: _____
Your Position held: _____
From Mo./Yr. _____ To Mo./Yr. _____
Description of Projects: _____



Pueblo Regional Building Department
830 N Main St. Suite 100
Pueblo CO 81003
719-543-0002 fax 719-543-0062

www.prbd.com

Applicant Business Name: _____

Contractor applicant, please complete, sign and return along with a copy of Photo ID (e.g. Colorado Drivers License) to:

AFFIDAVIT OF LAWFUL PRESENCE
CRS Title 24 Article 76.5
Restrictions on Public Benefits

I, _____, swear or affirm under penalty of perjury under the laws of the State of Colorado that I am a United States citizen, or I am a Permanent Resident of the United States, or I am lawfully present in the United States pursuant to Federal law.

I understand that this sworn statement is required by law because I have applied for a public benefit. I understand that state law requires me to provide proof that I am lawfully present in the United States prior to receipt of this public benefit. I further acknowledge that making a false, fictitious, or fraudulent statement or representation in this sworn affidavit is punishable under the criminal laws of Colorado as perjury in the second degree under Colorado Revised Statute 18-8-503 and it shall constitute a separate criminal offense each time a public benefit is fraudulently received.

Signature

Date

Staff use only:

_____ Photo ID Presented

_____ Copy of Photo ID Attached

Received by: _____ Date: _____