

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, Stucco, U Occupancy, Lawn Sprinkler Systems, Utility Contractor (Sewer, Water and Fire Mains)

Contact: Michael Krasovic, Licensing Technician

719-543-0002 or Fax 719-543-0062

830 N. Main Street, Pueblo, CO 81003

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 \$130.00 (each)
- b. Building "D" Contractor-Wrecking \$260.00
- c. Building "D" Contractor-Moving \$220.00
- d. Plumbing Utility Contractor
(Sewer/Water Service Line/Fire Mains) \$130.00

PUEBLO REGIONAL BUILDING DEPARTMENT
830 N. Main 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, Stucco, 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: Sewer, Water and 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.

PUEBLO REGIONAL BUILDING DEPARTMENT
830 N. Main Street
PUEBLO, COLORADO 81003
(719) 543-0002

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

Application Fee \$ 35.00
Credit Report Fee \$ 60.00

Date _____

APPLICANT:

Name _____ Phone # () _____

Address _____
Street City State Zip

Age ____ Date of Birth _____ Social Security # _____

Have you held a Contractor 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 Contractor license suspended/revoked? Yes No

If so, by whom and for what reason? _____

Telephone numbers provided as reference contacts 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 _____

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.

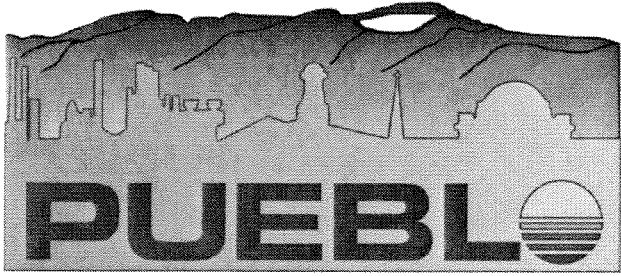
Please provide names and numbers of people we can contact to verify the Applicant's experience in the field applying for:

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: _____