

**PUEBLO REGIONAL BUILDING DEPARTMENT
WATER CONNECTED & UTILITY CONTRACTOR LICENSING PROCEDURES**

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, glass glazing, concrete and similar tradesmen.
3. All applicants must submit the following for consideration by the appropriate Board of Appeals: **(all applications must be received at least 10 days prior to nearest test date)**
 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 to take the examination.

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 scheduled test date and time. Tests are given twice per month, **the 2nd and 4th Thursday of each month**. 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. All materials necessary for testing will be provided. **Cell phones, pagers, calculators, briefcases, notepads, notebooks, etc. will not be allowed in the test room.** You will have four (4) hours to complete the exam. Plan on arriving at least 10 minutes prior to the start time specified on your letter as the exam will start promptly at that time. Late arrivals **will not** be permitted to enter test room and will be required to reschedule for a future test date. **The tests are open book and given on the 2003 code material required for the examination.**

1. Examination fees are:

- a. Building A and B Contractors - \$50.00
- b. Building C Contractors - 35.00
- c. Building D Trade (Per Exam) - 25.00
- d. Mechanical Contractor - 25.00
- e. Mech. Craftsman (Per Exam) - 25.00
- f. Plumbing Utility Contractors - 25.00
- g. Water Connected Appliances - 25.00

2. During the examination, the examinee may not leave the Department, use the telephone or talk to another examinee. Violation will terminate the examination.

3. Examinee will be notified via mail within 10 days of test results. To protect your privacy, test results will not be given over the telephone. **Please, no telephone calls.**

E. Upon notification by mail that examinee has passed the exam and 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

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2. Workman's Compensation Certificate. The Pueblo Regional Building Department shall be listed as the certificate holder.
3. Use tax license from the City of Pueblo
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 the test date. 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 "A" Contractor	\$175.00
b. Building "B" Contractor	150.00
c. Building "C" Contractor	125.00
d. Building "D" Contractor-Single Trade	75.00
e. Building "D" Contractor-Wrecking	150.00
f. Building "D" Contractor-Moving	125.00
g. Plumbing Contractor-Registration	75.00
h. Plumbing Utility Contractor (Sewer/Water Service Line/Fire Mains)	75.00
i. Water Connected Appliances	75.00
j. Mechanical "A" Contractor	150.00
k. Mechanical "C" Contractor (Gas Fitter/Sheet Metal/Refrigeration)	75.00 (each)
l. Apprentice Registration	25.00
m. Journeyman Gas Fitter	25.00
n. Journeyman Sheet Metal	25.00
o. Refrigeration	25.00
p. Stationary "A" Engineer	75.00
q. Stationary "B" Engineer	75.00
r. Stationary "C" Engineer	35.00

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

MINIMUM QUALIFICATIONS FOR
WATER CONNECTED APPLIANCE AND UTILITY CONTRACTOR LICENSE

WATER CONNECTED APPLIANCE LICENSE/CONTRACTOR

A. Experience:

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.

UTILITY CONTRACTOR LICENSE

A. 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.

B. 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.

C. 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.

STUDY GUIDE REFERENCE FOR TESTING*

<u>LICENSE TYPE</u>	<u>CHAPTERS</u>
BUILDING 'A' UNLIMITED	2003 IBC
BUILDING 'B' LIMITED	2003 IBC
BUILDING 'C' HOME BUILDER	2003 IRC
BUILDING 'D' AWNING INSTALLATION	2003 IBC 1,2,16,26,31,32
BUILDING 'D' CONCRETE	2003 IBC 1,4,5,6,7,9,10, 17,18,19,23 and
* STANDARD CONST. SPECIFICATIONS & STANDARD DETAILS FROM CITY PUBLIC WORKS DEPARTMENT	
BUILDING 'D' DEMOLITION	No Test Required
BUILDING 'D' DRYWALL	2003 IBC 1,25
BUILDING 'D' ELEVATORS	No Test Required
BUILDING 'D' EXCAVATION	2003 IBC 1,18 and
* STANDARD CONST. SPECIFICATIONS & STANDARD DETAILS FROM THE CITY PUBLIC WORKS DEPARTMENT	
BUILDING 'D' FRAMING	2003 IBC 1,4,6,7,10,12,16,23,24,34 or the 2003 IRC 1,3,4,5,6,7,8,23
BUILDING 'D' HOUSE MOVING	No Test Required
BUILDING 'D' MASONRY	2003 IBC 1,21
BUILDING 'D' ORNAMENTAL IRON	No Test Required
BUILDING 'D' ASPHALT PAVING	City of Pueblo Public Works
* STANDARD CONST. SPECIFICATIONS & STANDARD DETAILS	
BUILDING 'D' ROOFING	2003 IBC 1,12,15
BUILDING 'D' SIDING	2003 IRC 1,2,7
BUILDING 'D' SIGN ERECTION	2003 IBC Appendix H
BUILDING 'D' STUCCO	2003 IBC 1,25
BUILDING 'D' STRUCTURAL STEEL	No Test Required
BUILDING 'D' U OCCUPANCY	2003 IRC 1,2,3,4,5,6,8,9 (detached garages, carports, sheds, agricultural buildings, patio covers, decks and fences over 6 feet high)
MECHANICAL 'A' UNLIMITED	ALL OF UMC
MECHANICAL 'C' LIMITED (ANY 2 OF 3)	ALL OF UMC
MECHANICAL 'C' GAS WORK	ALL OF UMC
MECHANICAL 'C' REFRIGERATION	ALL OF UMC
MECHANICAL 'C' SHEET METAL	ALL OF UMC
JOURNEYMAN GAS FITTER	ALL OF UMC
JOURNEYMAN REFRIGERATION	ALL OF UMC
JOURNEYMAN SHEET METAL	ALL OF UMC
UTILITY CONT.-FIRE MAINS	UPC, ORD. & CSD
PLUMBING - LAWN SPRINKLER SYSTEMS	UPC & ORDINANCES
UTILITY CONT.-SEWER	UPC, ORD. & CSD
UTILITY CONT.-SEWER & WATER	UPC, ORD. & CSD
UTILITY CONT.-WATER	UPC, ORD. & CSD
PLUMBING - WATER CONNECTED APPLIANCES	UPC & ORDINANCES

* KEY CODES

2003 International Building Code (IBC)
 2003 International Residential Code (IRC)
 2003 Uniform Mechanical Code (UMC)
 2003 Uniform Plumbing Code (UPC)
 STANDARD CONSTRUCTION SPECIFICATIONS & STANDARD DETAILS (CSD)
 Ordinances (ORD)

REQUIRES APPLICANT TO BE REGISTERED ONLY, NO TEST

BUILDING 'D' FIRE PROTECTION	REGISTRATION ONLY
BUILDING 'D' GAS TANKS & PUMPS	REGISTRATION ONLY
ELECTRICAL	REGISTRATION ONLY (STATE)
PLUMBING	REGISTRATION ONLY (STATE)
APPRENTICE GAS FITTER	REGISTRATION ONLY
APPRENTICE REFRIGERATION	REGISTRATION ONLY
APPRENTICE SHEET METAL	REGISTRATION ONLY

APPLICATION FOR A WATER CONNECTED APPLIANCE AND
UTILITY CONTRACTOR LICENSE
PUEBLO REGIONAL BUILDING DEPARTMENT
316 WEST 15TH STREET
PUEBLO, COLORADO 81003
(719) 543-0002

Circle Appropriate License: WATER CONNECTED APPLIANCE
UTILITY-W & S/FIRE MAINS/LSS

Application Fee \$ 35.00
Credit Report Fee \$ 60.00

Date _____

EXAMINEE:

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.

Examinee's Signature _____ Date _____

THE COMPANY:

Company Name _____

Address _____
Street City State Zip

Phone () _____ **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 your experience in the field you are 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: _____

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

