



**BUILDING DEPARTMENT**

**PARK COUNTY CONTRACTOR LICENSE APPLICATION**

**PO Box 517 Fairplay, CO 80440**

**719-836-4255**

**Fax: 719-836-4268**

*Please Type or Print Legibly*

**Date:** \_\_\_\_\_

**License Holder Name:** \_\_\_\_\_

**Mailing Address:** \_\_\_\_\_

**City:** \_\_\_\_\_ **State:** \_\_\_\_\_ **Zip Code:** \_\_\_\_\_

**Phone:** \_\_\_\_\_ **Cell:** \_\_\_\_\_ **Fax:** \_\_\_\_\_

**Company Name:** \_\_\_\_\_

**Mailing Address:** \_\_\_\_\_

**City:** \_\_\_\_\_ **State:** \_\_\_\_\_ **Zip Code:** \_\_\_\_\_

**Phone:** \_\_\_\_\_ **Cell:** \_\_\_\_\_ **Fax:** \_\_\_\_\_

**Email:** \_\_\_\_\_

**Have you ever had a contractor license denied, suspended or revoked by any jurisdiction?**

No  Yes (If yes, please explain on the back of this form)

**Type of License Requesting: (Please check one)**

- |   |                                 |                            |
|---|---------------------------------|----------------------------|
| <input type="checkbox"/> <b>Class A Commercial:</b>   | <b>New License Fee \$100.00</b> | <b>Renewal Fee \$50.00</b> |
| <input type="checkbox"/> <b>Class B Residential:</b>  | <b>New License Fee \$100.00</b> | <b>Renewal Fee \$50.00</b> |
| <input type="checkbox"/> <b>Class C Roofing:</b>      | <b>New License Fee \$50.00</b>  | <b>Renewal Fee \$50.00</b> |
| <input type="checkbox"/> <b>Class E Excavation:</b>   | <b>New License Fee \$50.00</b>  | <b>Renewal Fee \$50.00</b> |
| <input type="checkbox"/> <b>Class F Mechanical:</b>   | <b>New License Fee \$50.00</b>  | <b>Renewal Fee \$50.00</b> |
| <input type="checkbox"/> <b>Class G Manufactured:</b> | <b>New License Fee \$100.00</b> | <b>Renewal Fee \$50.00</b> |

**Reciprocal License Information: (Please attach a copy of the ICBO (ICC) certification)**

\_\_\_\_\_  
**License Holder Signature**

\_\_\_\_\_  
**Date**



## BUILDING DEPARTMENT

### PARK COUNTY CONTRACTOR LICENSE INFORMATION

**PO Box 517 Fairplay, CO 80440**  
**719-836-4255**  
**Fax 719-836-4268**

Park County requires all general contractors to have an appropriate contractor license, issued by Park County, to contract for construction work in the unincorporated areas of Park County and any regions where Park County has an Intergovernmental Agreement. Park County also requires that excavation contractors, roofing contractors and mechanical contractors carry a Park County contractor license.

The Class A license entitles the holder to contract for and build, alter or repair any commercial structure. The Class B license entitles the holder to contract for and build, alter or repair all single-family residence and related accessory structures. The Class C license entitles the holder to contract for the installation, alteration and repair of roof coverings. The Class E license entitles the holder to contract for excavation work. The Class F license entitles the holder to contract for labor and materials involving heating, ventilating, solar and air conditioning. The Class G license entitles the holder to contract for the installation of manufactured homes (they must also carry an installation certificate with the State of Colorado Division of Housing). The holder of this license also has Class B license entitlements.

#### FEE SCHEDULE

<b>Class A Commercial:</b>	<b>New License Fee \$100.00</b>	<b>Renewal Fee \$50.00</b>
<b>Class B Residential:</b>	<b>New License Fee \$100.00</b>	<b>Renewal Fee \$50.00</b>
<b>Class C Roofing:</b>	<b>New License Fee \$ 50.00</b>	<b>Renewal Fee \$50.00</b>
<b>Class E Excavation:</b>	<b>New License Fee \$ 50.00</b>	<b>Renewal Fee \$50.00</b>
<b>Class F Mechanical:</b>	<b>New License Fee \$ 50.00</b>	<b>Renewal Fee \$50.00</b>
<b>Class G Modular:</b>	<b>New License Fee \$100.00</b>	<b>Renewal Fee \$50.00</b>

#### TESTING

There are two ways to obtain a Park County Contractor License. The first method is to take the test offered in the Fairplay office Monday – Thursday 7:00am till 6:00pm. The test for Class A is an open book test based on the 2012 International Building Code. The test for Class B, Class G and Class C is an open book test based on 2012 International Residential Code. The test for Class F is an open book test based on the 2012 International Mechanical Code. This test is not timed and the book can be purchased at our office in Fairplay. There is a \$50.00 re-take fee for each failed test. There is no test for the Class E contractor. The second method is to provide a copy of a current, equivalent ICBO (ICC) certification on the 2012 edition of the IRC, IBC, or IMC. ICBO (ICC) offers a contractor test available at the testing centers along the front-range, to find out more about ICC certifications go to [www.iccsafe.org](http://www.iccsafe.org)

The license will belong to whomever passes the test or provides the ICC Certification and in non-transferable.



## BUILDING DEPARTMENT

### INSURANCE

Park County Class A Contractors are required to carry current liability insurance covering the type of contracting they are performing of not less than \$300,000 per incident and \$600,000 aggregate. Contractors must also carry worker's compensation insurance if they have employees. Contractors who do not have employees are required to fill out and sign the Release Form attached to the application. All insurance must be kept current and the contractor must present a Certificate of Liability Insurance at the time of application. Class G contractors are required to keep their certification obligations with the State of Colorado Division of Housing current. Their certification will be checked as they bring in plans for their project. All other contractors can keep insurance they deem necessary to operate their business and a copy of this insurance will be kept with Park County. If a contractor deems they do not need to keep insurance a coverage form of insurance will be signed and kept with their file.

### RENEWAL

Contractor licenses expire on December 31 of each year and will need to be renewed within 30 days. Although the Building Department sends out a notice of renewal, it is your responsibility to make sure your license and insurance are current. If your license is not renewed within 30 days of expiration you will need to re-test where applicable and pay the new license fee. We do not pro-rate licenses.



## BUILDING DEPARTMENT

### BOARD OF COUNTY COMMISSIONERS PARK COUNTY COLORADO

#### RESOLUTION 2005-78

#### A RESOLUTION PERTAINING TO THE REGISTRATION OF CONTRACTORS DOING BUSINESS IN PARK COUNTY

Whereas, the Park County Board of Commissioners has deemed it to be in the best interest of the residents of Park County to provide for the registration of individuals, who function as contractors in the County; and

Whereas, in the past previous Boards of County Commissioners have passed resolutions for the same purpose; and

Whereas, the Park County Board of County Commissioners finds that there is a need to update the provisions of the previously enacted resolutions; and

Whereas, after review of the proposed registration provisions at a duly noticed public meeting, the Park County Board of County Commissioners has determined that the proposed resolution is reasonable and is in the best interests of Park County residents.

#### **NOW THEREFORE, BE IT RESOLVED THAT:**

Resolution 96-59 regarding contractor licensing be hereby repealed and the following adopted as the Contractor Licensing/Registration requirements for Park County, Colorado:

#### **Park County Contractor License/Registration Certificate Requirements**

##### **Section 1. Purpose**

The purpose of contractor licensing/registration is to help assure the citizens and officials of Park County that licensed/registered contractors possess a minimum amount of knowledge necessary to contract for the type of work for which a license/registration is held.

Licensing/Registering also provides an avenue in which to investigate citizen complaints concerning contractors and upon finding of sufficient cause, revocation or suspension of the contractor's license/registration.



## BUILDING DEPARTMENT

### Section 2. Definitions

**Contractor** – any person, firm, or corporation who undertakes with or for another to perform any operation involving the construction, alteration, remodeling, repairing, decorating and equipping of buildings and other structures; improving of any lot; construction and repair of roads and streets, curbs and gutters for compensation other than wages or salary.

**Owner/Builder** – A person performing building operations on their own property to be used as their permanent residence or the permanent residence of their immediate family shall not be considered a contractor. A building permit for a residential structure will be issued to an owner/builder no more frequently than one permit within any four-year period. Special circumstances will be considered if any alteration to the four-year waiting period is requested and the Board of Adjustments would be responsible for any decision to alter the waiting period. Accessory structures are not affected by this paragraph. Homeowner/builder permits are not issued for manufactured homes. All permits for manufactured home permits shall be issued to a Class G contractor or Class A or B contractors who are also certified by the State of Colorado as a registered installed of manufactured homes.

**Immediate Family** – persons related by blood and parents in law.

**Permanent Residence** – one to be occupied by the builder or their immediate family for not less than one (1) year.

**License/Registration Certificate Holder** – the individual responsible for the successful completion of the examination that may or may not represent a firm, company or corporation in the business of construction contracting.

**Licensed/Registered Contractor** – a firm, company or corporation who has in their employ a license/registration holder.

### Section 3. Authority to prescribe additional regulations

The Chief Building Official is hereby authorized to promulgate rules and regulations regarding the procedure and information required for application for a license/registration certificate and regarding the enforcement of this resolution.

### Section 4. License/Registration Required

All persons, firms, or corporations engaged as a contractor within the unincorporated areas of Park County shall be licensed/registered, in accordance with this resolution, prior to undertaking any work or applying for any type of permit as required by Park County. All firms, companies, and corporations shall maintain in their employ a license/registration certificate holder for the duration of all projects in unincorporated Park County. Written testing is required.



## BUILDING DEPARTMENT

Licensed/registered contractors shall not exceed the limitations of any license/registration certificate issued by Park County.

### **Section 5. Contractor License/Registration Certificate Classes**

The following classes of contractor licenses/registration certificate shall be established. Fees for each license/registration certificate shall be established. Fees for each license/registration certificate shall be set by resolution of the Board of County Commissioners, upon recommendation of the Chief Building Official:

1. **Class A Contractor License/ Registration Certificate:** entitles the holder to contract for the construction, alteration, addition or repair of any type or size of structure. Class A license/registration certificate holders will be entitles to set manufactured homes if they are additionally certified by the State of Colorado as a licensed installed of manufactured homes.
2. **Class B Contractor License/Registration Certificate:** entitles the holder to contract for the construction alteration, addition, or repair of single-family, residential structures as well as related accessory structures. Class B license/registration certificate holders will be entitles to set manufactured homes if they are additionally certified by the State of Colorado as a licensed installed of manufactured homes.
3. **Class C Contractor/License/Registration Certificate:** entitles the holder to contract for the installation or repair of roofing covering.
4. **Class E Contractor/License/Registration Certificate:** entitles the holder to contract for the excavation and grading of construction projects.
5. **Class F Contractor License/Registration Certificate:** entitles the holder to contract for labor and materials involving heating, ventilating, and air conditioning.
6. **Class G Contractor License/Registration Certificate:** entitles the holder to contract for the installation of manufactured homes including permanent foundation systems. Class G license/registration certificate holders are required to be certified by the State of Colorado as licensed installer of manufactured homes. Class A & B contractors are not required to hold this license/registration certificate, but are required to carry the State installers certificate in order to set manufactured homes in Park County.

### **Section 6 Application and Examination**

Applications for contractor license/registration certificate shall be made on forms provided by the Park county Building Department Applicants for a Class A, B, C, F and G license/registration certificate shall be required to pass a written examination covering the aspects of the type of license/registration certificate requested. Examination fees shall be set by resolution of the Board of County Commissioners.

Contractor License/Registration Certificate shall expire December 31, each year and must be renewed on an annual basis. Expired Contractor License/Registration Certificate will require the applicant to resubmit an application and re-test to obtain a Certificate.



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### **Section 7 Responsibility and Insurance**

The license/registration certificate holder shall be responsible for all work performed under their license/Registration certificate whether performed by the contractor or a subcontractor. All contractors shall have in their employ at all times a contractor license/registration certificate holder.

All applicants granted a license/registration certificate under the provisions of this resolution shall be required to maintain appropriate liability insurance coverage and workman's compensation coverage at all times during the licensing/registration certificate period. Proof of such coverage shall be required to accompany the license/registration certificate application.

The following shall be the minimum coverage required:

**Liability Insurance** – Class A contractors engaged in construction of commercial structures will be required to maintain \$300,000 per person, \$600,000 aggregate standard contractor insurance.

**Class B contractors** will be responsible for determining the type and amount of insurance they will maintain.

**Class C, E, F contractors** will be responsible for determining and maintaining the appropriate amount of liability insurance based on industry standards for the contractors specific trade.

**Workman's compensation Insurance** – As required by Colorado State Law. Should the applicant not be required to maintain Workman's Compensation coverage a signed statement indicating this shall be placed into the file.

### **Section 8 Inactive Status**

License/registration certificate holders shall, upon approval of the building official, be allowed to place their license/registration certification on inactive status. License/registration certification holders placing a license/registration certification on inactive status shall be required to pay a fee as established by resolution of the Board of County Commissioners and shall be required to pay a full renewal fee prior to release to active status. The insurance requirements shall be waived for license/registration certification on inactive status but shall be required prior to return to active status. Licenses/registration certifications shall be allowed to remain on inactive status for a maximum of one year. After one year a new application for inactive status and a \$50.00 fee is required to continue on inactive status. License/registration certificate holders who fail to reactivate their license/registration certificate shall be required to go through the process for obtaining a new license/registration certificate. A \$50.00 administration fee will be charged to maintain a license/registration on inactive status.

### **Section 9 Revocation, Denial or Suspension**

The following shall constitute grounds for the revocation, denial or suspension of a contractor license/registration certification:

1. Failure to obtain proper permits prior to start of construction.
2. Failure to obtain the proper inspections during construction.
3. Failure to maintain the minimum insurance requirements of Park County.



## **BUILDING DEPARTMENT**

4. Violation of Park County Building Codes, ISDS Regulations, Land Use Regulations, resolutions, ordinances, state law or any other law on similar subjects.
5. Repeated failure to complete construction to issuance of a certificate of occupancy.
6. Filing of false information on the application.
7. Failure to comply with any lawful order of the Building Official or authorized representative.
8. Using a contractor license/registration certificate to obtain a permit that will not be supervised by the contractor holding the license/registration certificate.
9. Failure by a company to regain a license/registration certificate holder in their employ.
10. Conviction by a court having competent jurisdiction of a contractor and/or license/registration certificate holder of Civil or criminal fraud for work related to any license/registration certificate.
11. Failure to maintain construction site grounds in a clean, safe, and sanitary condition.
12. Causing an unclean, unsafe, or unsanitary condition on adjoining property.

Applicants must wait a minimum of one year to apply for a license/registration certificate following revocation or denial of a license/registration certificate the Chief Building Official shall determine the length of a license/registration certificate suspension.

### **Section 10 Appeals Board**

The Park County Board of Adjustment shall serve as a board of appeals, to hear any matter regarding the revocation, denial, or suspension of a contractor's license/registration certificate. Any person, firm, or corporation aggrieved by any decision or order of the Chief Building Official may, within ten (10) days, file an appeal of the decision or order with the Board of Adjustment for review.

Appeals shall be filed on forms provided by the Building Department and shall contain all appropriate information and data in reference to the decision or order being appealed. The filing of an appeal shall require a fee of \$50.00 to cover the costs associated with the appeal.

Decisions of the Board shall be final with no further appeal allowed.





**BUILDING DEPARTMENT**

**CONTRACTOR LICENSE/REGISTRATION FEES**

	<b>NEW FEE</b>	<b>RENEWAL FEE</b>
<b>CLASS A CONTRACTOR</b>	<b>\$100.00</b>	<b>\$50.00</b>
<b>CLASS B CONTRACTOR</b>	<b>\$100.00</b>	<b>\$50.00</b>
<b>CLASS C CONTRACTOR</b>	<b>\$50.00</b>	<b>\$50.00</b>
<b>CLASS E CONTRACTOR</b>	<b>\$50.00</b>	<b>\$50.00</b>
<b>CLASS F CONTRACTOR</b>	<b>\$50.00</b>	<b>\$50.00</b>
<b>CLASS G CONTRACTOR</b>	<b>\$100.00</b>	<b>\$50.00</b>

**MISCELLANEOUS FEES**

<b>RE-TEST FEE</b>	<b>\$50.00</b>
<b>LICENSE/REGISTRATION UPGRADE</b>	<b>\$100.00</b>

Moved, seconded, and approved this 3rd day of November, 2016

Park County Board of County Commissioners by Mike Brazell, Chairperson

Attest:

County Clerk Debra A Green

(Recorded copy of this document is available at Park County Clerk & Records' Office.)



## BUILDING DEPARTMENT

### PARK COUNTY WORKER'S COMPENSATION RELEASE FORM

I \_\_\_\_\_ as a licensed contractor in Park County, state that I do not have any employees and therefore I am not required to carry Worker's Compensation Insurance. In the event employees are hired a Worker's Compensation Certificate of Insurance shall be supplied to Park County Building Department.

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Company Name

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License Holder Signature

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Date



## **INSURANCE COVERAGE**

**By signature of this statement the license holder with Park County Building Department hereby states that the company licensed doing business as a residential builder does not have liability insurance coverage as a builder. If provision of insurance coverage becomes available then certificate of insurance coverage will be provided to Park County Building Department and this statement will become void.**

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Company

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By (License Holder)

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Date