

Phone: 303-705-0227  
Fax: 303-688-9414  
Email: [BuildingDept@castlepinesco.gov](mailto:BuildingDept@castlepinesco.gov)  
360 Village Square Lane #B  
Castle Pines, CO 80108



### Contractor License Application

Contractor License #: CN- \_\_\_\_\_  
Caselle Number: \_\_\_\_\_  
(Numbers are assigned by the City)

**\*\*Please complete each section in full; if the information requested does not apply to your license, please indicate "N/A".**  
**\*\* Applications will not be accepted unless completed in its entirety. \*\***

<b>Business Information</b>
-----------------------------

Business Name: \_\_\_\_\_  
DBA Name (if different from above): \_\_\_\_\_  
Business Owner Name: \_\_\_\_\_  
Physical Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Mailing Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Phone #: \_\_\_\_\_ Fax #: \_\_\_\_\_  
E-mail: \_\_\_\_\_ Website: \_\_\_\_\_  
Taxpayer ID (FEIN or SSN): \_\_\_\_\_  Corp  Partnership  Proprietorship  LLC  Prof. Assn.

<b>Contact Information</b>
----------------------------

Contact Name: \_\_\_\_\_ Position Title: \_\_\_\_\_  
Phone #: \_\_\_\_\_ E-mail: \_\_\_\_\_

<b>License</b>
----------------

License Class Type (see attached fee schedule): \_\_\_\_\_  
Master or Testing Certification Holder Name: \_\_\_\_\_ Signature: \_\_\_\_\_  
Exam information: Version of Test: \_\_\_\_\_ Date Passed: \_\_\_\_\_ **\*\*Attach Proof of Certifications.**

- The following must be submitted with your application (please indicate what you are submitting by marking the box):
- Application & Biennial license fee (*fees exclude Electrical Contractors per CO State.*) -- see fee schedule
  - Copy of valid Colorado's driver's license or other acceptable identification (out of state driver's license, passport, exc.)
  - Copies of current State Master and State Contractor Licenses (if applicable)
  - Copies of testing **or** copies of current licenses from *two* other jurisdictions (if applicable)
  - Current certificates of general liability and worker's compensation insurance naming the City of Castle Pines as the certificate holder. If you do not have worker's compensation insurance, please complete our worker's comp. waiver.

A Contractor License must be obtained before the commencement of business in the City. No permits shall be issued for work to be done by an unregistered contractor. Upon application approval, a Contractor License shall be issued for a term of up to two (2) years, all licenses expiring on December 31<sup>st</sup> of the succeeding year following the first calendar year covered by the Contractor License. Existing Contractor Licenses must be renewed by January 1 of the calendar year following the expiration date of the existing license. Licensee shall report in writing any change in information contained in his or her last application within thirty (30) days of such change, and a supplemental license shall be issued at the discretion of the License Officer and additional fees collected or refunded where appropriate. *Licenses that are expired are not subject to renewal and must be processed and approved as a new license.*

***I declare under penalty of perjury, that this application has been examined by me; that the statements made herein are made in good faith and, to the best of my knowledge and belief, are true, correct and complete.***

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**OFFICE USE ONLY**

Submittal Date:	License Fee Due:	Notification of fee's due:
Payment Date:	Payment Type:	Check # or Auth. Code:



## Contractor Waiver for Workers' Compensation Insurance

I, (print your name) \_\_\_\_\_

verify that I am the sole owner or partner of (print company name):

\_\_\_\_\_

which has no employees and is not required by the State of Colorado to carry workers' compensation insurance.

I further state that if I hire subcontractors, they are in compliance with the State of Colorado Workers' Compensation insurance requirements and have obtained the required contractor's license from the City of Castle Pines.

Signature: \_\_\_\_\_

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



**Business License and Contractor License Fee Schedule (Effective 1/1/11)**

*License Fees*

	<b>\$50.00</b>
<b>I. Biennial Business License</b>	
<b>II. Renewal Business License Fee:</b>	<b>\$50.00</b>
<b>III. Class A: Contractor.</b> Entitles the Licensee to contract for and/or to perform the work of building, altering or adding to buildings, structures or portions thereof of Types I, II, III, IV or V construction in any and all occupancy group classifications, where such work requires a permit.	<b>\$250.00</b>
<b>IV. Class B: General Contractor (Residential).</b> Entitles the Licensee to contract for and/or to do the work of altering or adding to buildings, structures and portions thereof of Types III, IV and V construction in occupancy groups A, B, M, R, S and U.	<b>\$150.00</b>
<b>V. Class C: General Contractor (Basement/Remodels).</b> Entitles the Licensee to contract for and/or to do the work of altering or adding to buildings, structures and portions thereof of Types III, IV and V construction in occupancy Group R, Division 3 and Group U for residential purposes. Work includes steam and hot water, asphalt paving, concrete and form, demolition, excavating, house and building movers, masonry, mobile home installer, special inspectors and utility.	<b>\$100.00</b>
<b>VI. Class D: Single Trade.</b> Entitles the Licensee to contract for and to do the work of a particular trade or job connected with the building industry, e.g., carpenter, drywall, framing, insulation, painting, roofing, siding, windows, doors, flooring, cabinets, counter tops, fencing, structural steel, welding, fire protection, access control, security systems, landscaping, lawn sprinkler systems, retaining walls, signs, swimming pools, elevators and escalators, caulking, waterproofing, decks, etc.	<b>\$75.00</b>
<b>VII. Class E: Electrical.</b> Entitles the Licensee to perform any functions as permitted under the licensure of the Colorado Electrical Board, and such licensee, shall be licensed by the Colorado Electrical Board.	<b>\$0.00</b>
<b>VIII. Class F: Plumbing.</b> Entitles the Licensee to contract for and install all sanitary plumbing and potable water supply piping for which a permit is required. Master Plumbers must provide a copy of a current Master Plumber License issued by the State of Colorado Plumbing Board.	<b>\$100.00</b>
<b>IX. Class G: Mechanical/HVAC/Heating, Warm Air &amp; Ventilation.</b> Entitles the Licensee to contract for and install warm-air heating and ventilation and their appurtenances. All electrical work shall be performed by a holder of an electrical license.	<b>\$75.00</b>
 <i>Business License Late Fees</i>	
<b>One Month Late Fee</b>	<b>15%</b>
<b>Two Months Late Fee</b>	<b>25%</b>
<b>More Than Two Months Late – requires new license application</b>	