

**THE FOLLOWING IS REQUIRED FOR YOUR CITY OF ARVADA MUNICIPAL CONTRACTOR'S LICENSE TO BE COMPLETE:**

**\*IF ALL FORMS ARE NOT COMPLETELY FILLED OUT OR CORRECT, YOUR APPLICATION PACKET WILL BE RETURNED.**

**\*IF THIS IS FOR A NEW LICENSE WITH THE CITY OF ARVADA, WE REQUIRE 1 WEEK PROCESSING TIME BEFORE PERMITS WILL BE ALLOWED TO BE PULLED**

**\*IF THIS IS FOR A RENEWAL, IT WILL TAKE 3 DAYS PROCESSING TIME BEFORE PERMITS CAN BE PULLED**

1. **APPLICATION FORM – (ENCLOSED)**
  - A. **APPLICATION MUST BE PRINTED OR TYPED – APPLICATIONS THAT ARE NOT LEGIBLE WILL BE RETURNED.**
  - B. PLEASE FILL OUT COMPLETELY AND PROPERLY
  - C. BE SURE TO FILL IN TYPE OF LICENSE YOU ARE APPLYING FOR (SEE BACK OF APPLICATION FORM)
  - D. ATTACH CHECK FOR CORRECT LICENSING FEE MADE PAYABLE TO THE CITY OF ARVADA (SEE BACK OF APPLICATION FORM)
  - E. **MAKE SURE COMPANY NAME IS IDENTICAL ON ALL DOCUMENTS**
  - F. PLEASE INCLUDE EMERGENCY 24-HOUR PHONE NUMBER
  - G. **3 REFERENCES MUST BE LISTED**
  - H. **ON “MC-D” LICENSES, LIST INCLUSIONS OR EXCLUSIONS**
  - I. **ON “MC-B” LICENSES, REFER TO #7 BELOW\***
  
2. **AFFIDAVIT FORM – (ENCLOSED)**
  - A. PLEASE FILL OUT EITHER TOP PORTION OR BOTTOM PORTION COMPLETELY - **REQUIRED**
  
3. **\$20,000 BOND FORM – (ENCLOSED)**

ALL BLANK LINES MUST BE FILLED OUT. **AMOUNT OF BOND WILL BE \$20,000**

  - A. EXPIRATION DATE WILL BE **ONE YEAR** FROM DATE OF BOND ISSUANCE  
**BONDING COMPANY SEAL IS REQUIRED AS WELL AS POWER OF ATTORNEY**
  - B. CONTRACTOR SIGNATURE AND BONDING COMPANY AGENT'S SIGNATURE MUST BE INCLUDED
  - C. **BOND MUST BE ON ORIGINAL CITY OF ARVADA BOND FORM**
  - D. IF YOU HAVE AN ORIGINAL BOND ON FILE AND IT HAS EXPIRED WE NEED THE CONTINUATION CERTIFICATE.
  
4. **INSURANCE – (EXAMPLE ENCLOSED)**
  - A. INSURANCE MUST BE ON ACCEPTABLE FORM ESTABLISHED BY THE RISK MANAGEMENT DIVISION OF THE CITY OF ARVADA, SEE ATTACHED EXAMPLES
  - B. GENERAL AGGREGATE LIMIT SHALL BE UNLIMITED, OR AT LEAST \$2,000,000.00; THE LIMIT FOR EACH OCCURRENCE SHALL BE NOT LESS THAN \$1,000,000.00  
**THE CITY OF ARVADA MUST BE INCLUDED AS AN ADDITIONAL INSURED IN THE DESCRIPTION FIELD.**
  - C. AUTO LIABILITY NOT REQUIRED UNLESS CITY BID PROJECT IS BEING DONE (IF REQUIRED \$1,000,000.00 IS MINIMUM)
  - D. TYPED OR PRINTED NAME AND SIGNATURE OF AN AUTHORIZED INSURANCE AGENT IS REQUIRED; ALSO DATE OF ISSUANCE OF CERTIFICATE
  
5. **STATUTORY WORKMEN'S COMPENSATION – REQUIRED (If you do not carry workmen's compensation you must fill out a certificate of exemption form).**
  
6. **ENGINEERING CODE OF STANDARDS AND SPECIFICATIONS FOR DESIGN AND CONSTRUCTION OF PUBLIC IMPROVEMENTS BOOK – REQUIRED TO BE ON JOB SITE AT ALL TIMES**
  - A. THIS BOOK MUST BE PURCHASED AT TIME OF LICENSE APPLICATION FOR **\$50** UNLESS YOU ALREADY HAVE A CURRENT BOOK (**JANUARY 12, 2016**). YOU WILL NEED TO COME TO THE OFFICE TO PICK THIS UP. WE DO NOT MAIL THEM OUT.
  
7. **\*FOR CLASS MC-B LICENSES ONLY**
  - A. REQUIRED INFORMATION
    1. CAPABILITY STATEMENT (REFERENCES & DOLLAR AMOUNT)
    2. EQUIPMENT LIST (MUST INCLUDE SELF-PROPELLED FULL LANE WIDTH PAVERS)
    3. ASPHALT JOB MIX FORMULA (FOR EACH TYPE ANTICIPATED FOR USE IN ARVADA)