



Building Inspections Division  
 8101 Ralston Road,  
 Arvada, CO 80001  
 Phone: 720-898-7620 Email: buildingpermits@arvada.org  
 Fax: 720-898-7603 Website: www.arvadapermits.org

<b>OFFICE USE ONLY</b>
Lic#:
Date:

## Contractor License Application

- Renewal**    
  **New**    
  **Name Change**    
  **New Owner**

Company Name:		
Contact Name:		
Business Address:		
City:	State:	Zip:
Phone:	Alt. Phone:	
Email Address:		
Please provide a local address if above address is not located in Colorado or a PO Box:		
Address: _____	City & State: _____	Zip: _____

Applicant intends to do business as:

- Sole Proprietor    
  Partnership    
  Corporation    
  LLC    
  Other

Is this business a franchise?  Yes  No If yes, please indicate in the Company name the title in which you reside to differentiate your business from the other franchised businesses.

Check the type of license(s) for which you are applying. Please include all required document(s) that apply to the type of license(s) you hold as listed below and payment for the amount due. Make check payable to: **City of Arvada**

<input type="radio"/> I-B Builder's Unlimited \$200	<input type="radio"/> VI-P Plumbing Contractor \$150 – 3 yrs
<input type="radio"/> II-B Builder's Limited \$150	<input type="radio"/> VII-M Mechanical Contractor \$75
<input type="radio"/> III-B Builder's Misc./Residential C \$75	<input type="radio"/> VIII-D Building Moving Contractor \$75
<input type="radio"/> IV-B Builder's Sub-Contractor \$75	<input type="radio"/> IX-R Roofing Contractor \$75
<input type="radio"/> V-B Homeowner's "Limited" License \$50	<input type="radio"/> E Electrical Registration \$0
<input type="radio"/> RA Radio Amplification \$0	

Indicate below the individuals or employees that are authorized to sign for permits. Attach additional page if needed.

Name/Title	Name/Title

Statements made on this application are subject to verification. False or misleading information may be cause for denial, suspension or revocation of this license. Any changes made in ownership, address, phone numbers licensed supervisory personnel, or name of company must be sent to the City of Arvada, Building Inspection Division, in writing, immediately. the undersigned hereby certifies that the information contained on this license application together with attachments, are accurate and true and further agrees that, if granted a license or electrical registration to operate in the City of Arvada, he/she will comply with all City of Arvada building, plumbing, mechanical, electrical and ancillary codes and amendments as adopted by the City of Arvada and will comply with the license regulations and responsibilities of the City of Arvada.

<b>Owner or Officer Signature</b>	<b>Title</b>	<b>Date</b>

<b>Signature of Master</b> If applicable. (if you are applying for plumbing or electrical <small>Include copies of Master and Contractors' license(s)</small> )	<b>Date</b>

License Type	Work Allowed	Qualifications
<b>Builder's Unlimited I-B</b>	Construct, erect, add to, alter, demolish, or repair any building or structure. It is the responsibility of the licensee that all subcontractors in its employ are properly licensed.	Passing test from ICC F11 min or Licensed in a Colorado jurisdiction where you have tested.
<b>Builder's Limited II-B</b>	Construct, erect, add to, alter, or repair any building or structure classified as less than a high rise, as defined by the International Building Code (IBC). The demolition of any building or structure classified as less than a high rise is permitted. The licensee may complete nonstructural interior finish or remodel of any type of building. The holder of a Class II-B license may perform any work authorized by a Class III-B and a Class IV-B license. It is the responsibility of the licensee that all subcontractors in its employ are properly licensed.	Passing test from ICC F12 min or Licensed in a Colorado jurisdiction where you have tested.
<b>Builder's Misc./ Residential C III-B</b>	Construct, erect, alter or repair one- and two-family dwellings, U Occupancy buildings and attached single-unit dwellings (IRC townhouses). The demolition of any one- and two-dwelling building or U Occupancy building or structure is permitted. . The holder of a Class III-B license may perform any work authorized by a Class IV-B license.	Passing test from ICC F13 min or Licensed in a Colorado jurisdiction where you have tested.
<b>Builder's Sub Contractor IV-B</b>	This license shall be issued to those engaged in contracting for labor or for labor and material involving ONLY ONE TRADE, such as masonry, framing, insulation, drywalling, glazing, concrete flat work, irrigation systems, siding, elevator contractors, solar panel installation, installation of radon mitigation system, fire detection systems, burglar alarms or building demolition, but shall not authorize any electrical, plumbing or mechanical work.	2 notarized letters.
<b>Homeowner's "Limited" V-B</b>	This license shall be issued to an individual and is limited to the building of a single- family residence to be owned and occupied by the licensee. The licensee may perform all or part of the work personally or act as a general contractor; in either case, the licensee shall be fully responsible for the performance of all the work in accordance with the city's building codes and, further, shall pursue the completion of all work in an orderly and diligent manner. Documentation shall be submitted with the permit application to show that the individual owns the property to be built on and that if there is a construction loan; the loan is issued to the individual.	
<b>Plumbing VI-P</b>	This license shall entitle the holder to contract for and perform all work involving sanitary plumbing, potable water piping, the installation of plumbing appliances and apparatus and related plumbing work. To be qualified as a plumbing contractor, the person, firm, partnership, corporation, association or other organization must either be or employ full-time a MASTER plumber licensed by the STATE according to C.R.S. § 12-155-101 <i>et seq</i> It shall be responsibility of the applicant to provide evidence of the state license to city.	State of Colorado Master Plumber State of Colorado Contractor License
<b>Mechanical VII-M</b>	Erect, install or construct all mechanical systems, including hot water heating systems, air conditioning systems, refrigeration systems, or install boilers, evaporative coolers, and sheet metal work. This license shall entitle the holder to replace existing boilers, evaporative coolers, and all connections thereto. Other connections to the potable water system must be performed by either a state-licensed master plumber in the employ of the licensed mechanical contractor or city-licensed plumbing contractor unless specifically exempted in the Colorado State Plumbing Code. Line voltage electrical work must be done by a city-registered electrical contractor.	Passing test from ICC F29 or License from Colorado jurisdiction where you have tested.
<b>Moving VIII-D</b>	Move any building or structure, subject to all applicable regulations of the city. Before a moving license is granted, the applicant shall file with the building official, a Certificate of Insurance in the same amounts and subject to the same requirements as for municipal contractors' licenses set forth in section 78-183.	
<b>Roofing IX-R</b>	This license shall entitle the holder to do roofing of any building or structure including nonstructural decking repair or replacement.	Passing test from ICC F14 or License from Colorado jurisdiction where you have tested.
<b>Electrical E</b>	To be qualified for registration as an electrical contractor, an applicant must hold a valid electrical contractor's license issued by the state according to C.R.S. § 12-115-101 <i>et seq</i> .	State of Colorado Master Electrical State of Colorado Contractor License
<b>Radio Amplification RA</b>	Erect, install or construct all radio amplification systems, This license shall entitle the holder to replace existing radio amplification systems. Line voltage electrical work must be done by a city-registered electrical contractor.	Certificate of in-building system training issued by a nationally recognized organization, school or a certificate issued by the manufacture of the equipment being installed.

# AFFIDAVIT FOR LAWFUL PRESENCE VERIFICATION

Because of Colorado House Bill 06S-1023 (C.R.S. 24-76.5-103), this affidavit is MANDATORY and must be submitted along with a copy of one of the accepted forms of identification to prove lawful presence in the United States. Colorado law now requires that the City of Arvada verify all natural persons 18 years or older or sole proprietors who are applying for a public benefit are lawfully present in the United States prior to receiving the public benefit. A public benefit includes the application or a renewal of a grant, loan, contract, and professional or commercial licenses provided by an agency of the state or local government.

## FOR CORPORATIONS/PARTNERSHIPS/COMPANIES/LLC ETC. ONLY

The applicant, for whom I am authorized to sign, is NOT a “natural person” or “sole proprietorship,” but a corporation, partnership, company or other similar entity. HB 06S-1023 is not applicable.

I understand this sworn statement is required because the applicant has applied for a “Public Benefit.” I further acknowledge that making a false, fictitious, or fraudulent statement or representation in this sworn affidavit is punishable under the laws of Colorado.

\_\_\_\_\_  
Printed Name and Title of  
Applicant’s Representative

\_\_\_\_\_  
Signature of Applicant’s  
Representative

\_\_\_\_\_  
Date

\_\_\_\_\_  
Name of Business

OR

## FOR “NATURAL PERSONS” OR SOLE PROPRIETORS ONLY

I am a “natural person” or a “sole proprietorship,” NOT a corporation, partnership, company or other similar entity and MUST complete this affidavit and submit it with the required documentation.

1. I, \_\_\_\_\_ swear or affirm under penalty of perjury under the laws of the State of Colorado that (check one):

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.

2. I understand this sworn statement is required by law because I have applied for a “Public Benefit.”

3. I understand state law requires me to provide proof that I am lawfully present in the United States prior to receipt of this public benefit.

4. I acknowledge that making a false, fictitious, or fraudulent statement or representation in this sworn affidavit is punishable under the laws of Colorado.

5. I have attached a copy of one of the acceptable documents provided by the state of Colorado and I presented it to the agency as proof of identification that I am at least 18 years of age and I am lawfully in the United States.

\_\_\_\_\_  
Applicant’s Printed Name

\_\_\_\_\_  
Applicant’s Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Name of Business (If applicable)

Revised 08/01/07

## ACCEPTED FORMS OF IDENTIFICATION TO PROVE LAWFUL PRESENCE IN THE UNITED STATES:

- (1) A valid Colorado driver license (includes only a current driver license; or valid Colorado identification card , or
- (2) U.S. military card or military dependent's identification card, or
- (3) U.S. Coast Guard Merchant Mariner Card, or
- (4) Native American Tribal Document.
- (5) Certificate verifying naturalized status issued by an authorized agency of the United States bearing Applicant's intact photograph impressed with the raised embossed seal of the issuing agency;
- (6) Certificate verifying United States citizenship issued by an authorized agency of the United States bearing Applicant's intact photograph impressed with the raised embossed seal of the issuing agency;
- (7) Valid driver license or ID card bearing applicant's photograph issued by a lawful presence state. All states are lawful presence states including the District of Columbia with the **exception of: Hawaii, Illinois, Maryland, Nebraska, New Mexico, Utah, and Washington**. If on the face of the license or ID card presented it says that it is an enhanced driver license or ID card, and then it is to be accepted as a lawful presence document.
- (8) Valid immigration documents demonstrating Lawful Presence and verified through the Systematic Alien Verification for Entitlements, administered by the United States Citizenship and Immigration Services of the Department of Homeland Security. Valid immigration documents are as follows:
  - Unexpired Foreign Passport bearing an unexpired "Processed for I-551" stamp or with an attached unexpired "Temporary I-551" visa.
  - Unexpired Foreign Passport accompanied by an "I-94" indicating a specific future "until" date.
  - "I-94" with refugee or asylum status.
  - Unexpired "Resident Alien" card, "Permanent Resident" card, "Temporary Resident" card, or "Employment Authorization" card.

### Waiver Process

If you cannot produce any documentation necessary to prove lawful presence, you may request a waiver, (Form DR 4678). The waiver is available for individuals who:

- Due to chronic health or medical condition, lack sufficient mobility to appear in person to apply for a Colorado Driver license or Colorado identification card, or
- Due to lack of a permanent physical address in Colorado, do not qualify for a Colorado driver license or Colorado identification card, or
- May lack sufficient documentation to receive a Colorado driver license or Colorado identification card.

**The waiver and all supporting documentation must be presented by you or a representative at a participating Colorado driver's license office, not at the City Department where you are requesting the benefit. Arvada cannot approve the benefit until the waiver process has been completed.**