



PUBLIC WORKS DEPARTMENT - ENGINEERING
PHONE: 720-898-7640

The following is required for your City of Arvada Municipal General Contractor's License:

If all forms are not completely filled out or correct, your application packet will be returned. Please allow up to 1 week for processing.

1. **Application** Form (enclosed) – Please fill out completely
 - a. Application must be printed or typed – Applications that are not legible will be returned.
 - b. Make sure your company name is identical on all documents.
2. **Affidavit** form (enclosed)
 - a. Please fill out either the top portion or the bottom portion ONLY, not both.
3. **\$20,000 Bond** Form (enclosed)
 - a. *All blank lines must be filled out. The amount of the bond MUST be \$20,000.00*
 - b. The expiration date must be ONE year from the date of the bond issuance.
 - c. The bonding company seal is REQUIRED as well as the power of attorney.
 - d. An authorized signer from your company must sign the bond along with the bonding company agent's signature.
 - e. The Bond must be on the original City of Arvada Bond form.
4. **Certificate of Insurance** (example enclosed)
 - a. Insurance must be on an 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
 - c. **The City of Arvada must be included as additionally insured.**
 - d. Auto liability is not required unless a City Bid Project is being done (If required \$1,000,000.00 is the minimum)
 - e. Typed or printed name and signature of an authorized insurance agent is required; also date of issuance of certificate.
5. **Statutory Workmen's Compensation** (If you do not carry workmen's compensation you must fill out a certificate of exemption form).

The Engineering Code of Standards and Specifications must be easily accessed on the job site at all times. Please refer to our website at <https://arvada.org/city-hall/city-code/engineering-code-of-standards-and-specifications>

Any questions, please call (720)898-7640 or email engineeringpermits@arvada.org

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