

Pikes Peak **REGIONAL** Building Department

Building Contractor License Application

Contractors must be licensed by Pikes Peak Regional Building Department (“PPRBD”) prior to consulting for, contracting for, or performing work that requires a permit.

Building Contractor A (General Commercial)

Building Contractor A-1

This license shall entitle the holder to contract for the construction, alteration and repair of any type or size of structure permitted by the Regional Building Code. (RBC203.2.1)

Building Contractor A-2

This license shall entitle the holder to contract for the construction, alteration and repair of any type occupancy classification allowed by the Regional Building Code, with the exception of Groups A, E, and I occupancies exceeding thirty-thousand (30,000) square feet in total building floor area or any building that requires Type I construction. (RBC203.2.2)

Building Contractor B (Limited Commercial)

Building Contractor B-1

This license shall entitle the holder to contract for the construction, alteration and repair of any type of occupancy classification allowed by the Regional Building Code, with the exception of Group A, E, I or H occupancies or any building that requires Type I construction. (RBC203.3.1)

Building Contractor B-2

This license shall entitle the holder to contract for nonstructural remodeling in all occupancies, with the exception of Group A, E, I or H occupancies or any building that requires Type I construction. Further, this license shall entitle the holder to contract for any work authorized under a Building Contractor C license, the construction, alteration and repair of any Group B, F, M or S occupancies not more than one (1) story in height and not more than seven-thousand five-hundred (7,500) square feet in total building floor area, and the construction, alteration or repair of any Group R occupancies not more than sixteen (16) units and not more than two (2) stories in height. (RBC203.3.2)

Building Contractor C (Home Builder)

This license shall entitle the holder to contract for the construction, alteration and repair of one- and two-family dwellings not more than three (3) stories in height and their accessory structures. Further, this license shall entitle the holder to construct, alter and repair Group R-2 occupancies of not more than eight (8) units and not more than two (2) stories in height. When in the opinion of the Building Official the work to be performed is minor and does not affect the structure or safety of the building, the holder of this license may also contract for nonstructural repair and remodeling of all buildings with the exception of Groups A, E, I, and H occupancies, or buildings that require Type I construction. (RBC203.4)

Building Contractor D (Specialty)

Single Trade Contractor D-1

This license shall entitle the holder to contract for work only in the single trade designated on the license. This license shall be issued by the Board of Review to those engaged in contracting as other than a Building Contractor A, B, or C as licensed in the Regional Building Code for labor or for labor and materials involving only a single trade, to include but not be limited to: foundation repair, masonry, retaining walls, roofing, siding, stucco, glazing, and swimming pools; and also those specifically designated in the Regional Building Code. (RBC203.5; RBC203.5.1)

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Exterior Contractor D-1

This license shall entitle the holder to contract for roofing, stucco, and siding.

* Applicants for the D-1 Exterior license must have three (3) references:

(1) for roofing, (1) for stucco, and (1) for siding. (RBC 203.5; RBC203.5.1)

Wrecking Contractor D-2A

This license shall entitle the holder to wreck any building.

* Applicants for the D-2A Wrecking license must have a minimum of four (4) years' experience in wrecking. (RBC203.5.2)

Wrecking Contractor D-3B

This license shall entitle the holder to wreck any building up to and including two (2) stories.

* Applicants for the D-3B Wrecking license must have a minimum of two (2) years' experience in wrecking. (RBC203.5.3)

Moving Contractor D-4

This license shall entitle the holder to contract for the moving of buildings and structures along the roads and streets within PPRBD's Jurisdiction. (RBC203.5.4)

Sign Contractor D-5A

This license shall entitle the holder to contract for the erection, enlargement, moving and maintenance, or removal of all signs governed under the Regional Building Code. A Building Contractor A or B may also perform the functions of a Sign Contractor D-5A. (RBC203.5.5)

Sign Contractor D-6B

This license shall entitle the holder to perform all work of a Sign Contractor D-5A except for free-standing signs over twenty (2) feet high and electric signs. A Sign Contractor D-6B may repaint or maintain any signs. A Building Contractor C may also perform the functions of a Sign Contractor D-6B. (RBC203.5.6)

Building Contractor E (Maintenance and Remodeling)

This license shall entitle the holder to contract for the construction, alteration and repair of structures accessory to one- and two-family dwellings not intended as enclosed habitable space such as decks, fences, sheds, patio covers and detached garages, and workshops and for interior nonstructural repair or remodeling of one- or two-family dwellings. (RBC203.6)

Building Contractor F (Solar Energy)

Effective January 1, 2020, solar contractors:

1. Must submit, annually, a signed and notarized form "Affidavit of Compliance with Solar Photovoltaic Installation Requirements" to PPRBD Licensing Department prior to any permit issuance or inspection request.
2. Must submit a copy of their NABCEP (PVIS or PVIP) certification to PPRBD Licensing Department prior to any permit issuance or inspection request.
(Exception: NABCEP is not required if the solar contractor ALSO holds an electrical license and registration with PPRBD) See C.R.S. § 40-2-128 for details.

Installation of PV Solar Systems that are a 300KW design capacity and larger must be permitted by the licensed and registered electrical contractor. C.R.S. § 40-2-128

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Building (Solar Energy) Contractor F-1, Unlimited

This license shall entitle the holder to contract for the installation of all kinds of active solar heating and cooling systems, and to make the necessary connections to related equipment. The work done under this license shall be limited to the solar collector installation and its connection to the existing gas, plumbing, and heating systems. (RBC203.7.1)

Building (Solar Energy) Contractor F-2, Limited

This license shall entitle the holder to contract for the installation of all kinds of active solar heating and cooling systems, but shall require that all connections and equipment related to the system be connected or installed by contractors properly licensed to do so. A licensed Building Contractor A, B, or C may act as a Building Contractor F-2, Limited. (RBC203.7.2)

* * * *

The items listed below are required for consideration of your license application:

- Application form - Pages 5-12 must be filled out completely or the application will not be accepted.
*Attaching the Applicant's resume is recommended.
- A non-refundable \$50 application/processing fee is due at the time the application is submitted.
*The fee is payable by cash, check, or credit card.
- Copy of current Driver License or photo ID card issued by a state or federal government.
- Approved and passed ICC National Standardized Contractor Exam, if applicable.
- 3 Pikes Peak Regional Building Reference Request Forms for Applicant, filled out in their entirety.
- Copies of all current licenses held by the company and Applicant, if any, within or outside the State of Colorado.
- Liability Insurance Certificate.
* The contractor business name designated on your insurance certificate and in your license application must match the Colorado Secretary of State records EXACTLY. If you are contracting for work under tradename(s), the tradename(s) must also be included on your insurance certificate and in your contractor license/registration application.
* Required minimum insurance levels are listed in Section RBC201.7 of the Regional Building Code. A certificate of insurance for liability is required for all contractors performing construction consulting or construction work covered by the Regional Building Code within the jurisdiction of the Department. A certificate of insurance for worker's compensation is also required if the contractor has any employees and is not exempt from the Colorado State Statute requirements. If the contractor is exempt, the contractor must provide documentation from the State of Colorado. When providing certificates of insurance, "Pikes Peak Regional Building Department" is required to be listed as the certificate holder. The Department does not need to be listed as an additional insured.
- Workers' Compensation Certificate or Rejection of Coverage from the State of Colorado.
(www.colorado.gov)
- Certificate of Good Standing from the State of Colorado. (www.sos.state.co.us)
- See attached Privacy Act Statement.

*Please Note:

A name-based judicial record check will be performed by PPRBD. The name-based judicial record review process may affect when your application will be reviewed by the Licensing Committee.

*Electronic License Applications can also be submitted online at www.pprbd.org/Licensing/Application

Building Contractor License Application

References

Three (3) references are required (see attached application form Pages 10-12). A reference cannot be provided by a relative, spouse, or a current PPRBD employee. References shall document the experience of the license type for which you are applying. Examples include, an architect or engineer who worked on the site of the Applicant's project; building owner for whom the Applicant worked; or a general contractor for whom the Applicant worked. The Applicant is responsible for providing the attached "Reference Request Form" to three or more individuals. The individuals providing the references may return them to the Applicant or PPRBD by following the instructions on the form. You may e-mail the Contractor Licensing Office at licensing@pprbd.org to confirm receipt of references.

License Review

The Licensing Committee considers license requests and makes recommendations for approval, conditions, or denials to the Board of Review. All required documents, exam, name-based judicial record review, and application fee must be complete before the license request is placed on the Licensing Committee meeting agenda. The deadline to submit the completed application and all required documents to PPRBD is three (3) weeks prior to the Licensing Committee meeting. The deadline to submit supplemental application documents to PPRBD, including but not limited to additional relevant experience, is ten (10) calendar days prior to the Licensing Committee meeting; any documents submitted to PPRBD past the 10-calendar day deadline will result in the license application remaining in "incomplete" status and its possible consideration at the next month's Licensing Committee meeting. **No exceptions to this requirement shall be considered by PPRBD staff.** License approvals, conditions, or denials are recommendations by the Licensing Committee and must be approved by the Board of Review, which meets the following week.

License Issuance

Within sixty (60) days of the Board of Review's approval, the Applicant must obtain the license. After sixty (60) days, an unclaimed license is voided, the entire application file is discarded, and the Applicant must reapply. Work cannot be consulted for, contracted for, or performed until the license is issued.

License Fees and License Exams

PPRBD accepts ICC National Standardized or ICC Colorado Standard exams taken and passed in 2012 or later. No out-of-state exams will be accepted. See ICC Testing for more information. License fees are paid before license issuance. Fees are NOT prorated for a portion of the year.

License Code	License Description	License Fee	Exam Required
A-1	General Commercial	\$200	Yes
A-2	General Commercial	\$200	Yes
B-1	Limited Commercial	\$175	Yes
B-2	Limited Commercial	\$175	Yes
C	Home Builder	\$150	Yes
D-1	Specialty Single Trade	\$100	Yes
D-1	Specialty Exterior Roofing, Siding, & Stucco	\$100	Yes
D-2A	Wrecking (unlimited)	\$125	No
D-3B	Wrecking (limited)	\$100	No
D-4	Moving	\$100	No
D-5A	Sign (unlimited)	\$125	No
D-6B	Sign (limited)	\$75	No
E	Maintenance and Remodeling (Residential)	\$75	Yes
F-1	Solar (unlimited)	\$100	No
F-2	Solar (limited)	\$75	No

(RBC201.6; RBC202.6)

Building Contractor License Application

BUILDING CONTRACTOR LICENSE REQUESTED (check one)

- | | | |
|------------------------------|---|-------------------------------|
| <input type="checkbox"/> A-1 | <input type="checkbox"/> D-1: _____ | <input type="checkbox"/> D-5A |
| <input type="checkbox"/> A-2 | <small>[ENTER ABOVE: "Exterior" or a specific single trade]</small> | <input type="checkbox"/> D-6B |
| <input type="checkbox"/> B-1 | <input type="checkbox"/> D-2A | <input type="checkbox"/> E |
| <input type="checkbox"/> B-2 | <input type="checkbox"/> D-3B | <input type="checkbox"/> F-1 |
| <input type="checkbox"/> C | <input type="checkbox"/> D-4 | <input type="checkbox"/> F-2 |

RBD USE ONLY

Date: _____
Initials: _____
Receipt # _____
RBD # _____

- | | | |
|--|--|--|
| <input type="checkbox"/> Primary
Examinee | <input type="checkbox"/> Secondary
Examinee | <input type="checkbox"/> Upgrade
License ID # _____ |
|--|--|--|

Business Information

Type of Entity (Check one) Individual Partnership Corporation LLC Other

Business Name: _____
(DBAs): _____

(The business name is the name that will appear on the license and is the actual name under which the contracting business will operate including DBAs. The business name must match exactly the name on file with the Colorado Secretary of State, or a letter must be submitted stating which business name(s) will be used within the jurisdiction of PPRBD.)

Federal Employer ID: (if any) _____

Business Address: _____ Apt./Unit # _____
_____ City _____ State _____ Zip Code _____

Business Phone: _____ Business E-Mail: _____
Business Fax: _____ Business Website: _____

Company's Principals or Owners:

Name: _____ Title: _____
Name: _____ Title: _____

- Number of years company has operated as a contractor (if new, write "new"): _____
- Has the company ever held a license with PPRBD before? If so, list the ID#: _____
- Contractor type of work (check one or both, if applicable) Residential Commercial
- Has the company or any other entity you have been or are associated with been named in or responsible for any entered or unsatisfied judgments, liens, and/or claims against it?
 Yes No If yes, explain: _____
- Has the company or any entity you have been or are associated with been accused of, charged, or liable for any claims (civil, criminal, or administrative) for work related to any license or registration issued by this jurisdiction or for work related to the building trades in any jurisdiction?
 Yes No If yes, explain: _____
- Has the company changed its name and/or assumed the business and/or assets of another company?
 Yes No If yes, explain: _____

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7. Has the company ever had a license or registration suspended or revoked?

Yes No If yes, explain:

8. Has the company ever defaulted on a construction consultation and/or construction contract?

Yes No If yes, explain:

9. Has the company ever declared bankruptcy?

Yes No If yes, explain:

CERTIFICATION (The following declaration is to be signed by a principal or an owner of the company)

The undersigned, on behalf of the company, does hereby declare and warrant that the "Applicant" for a contractor's license named herein has the express authority to bind the company by this application; and further, the company does hereby agree to abide by the ordinances, rules, codes, and regulations promulgated by the City of Colorado Springs, El Paso County, and those adopted by the municipal entities within El Paso County, and the City of Woodland Park, Teller County, in regard to any work which may be performed by the company pursuant to the contractor's license for which this application is made and for which the work is governed by the Regional Building Code. (See attached Privacy Act Statement)

Representative Printed Name: _____

Signature of Representative: _____ Date: _____

Building Contractor License Application

Applicant's Information

Applicant's
Name:

_____ *Last* _____ *First* _____ *M.I.* _____ *Suffix*

Date of Birth:

_____ Social Security Number: _____

Residence
Address:

_____ *Apt. / Unit #*

_____ *Number / Street Only - No P. O. Boxes or PBM's*

_____ *City* _____ *State* _____ *Zip Code*

Applicant's Home Phone: _____ Applicant's Cell Phone: _____

Applicant's Office Phone: _____ Applicant's Fax: _____

Applicant's E-mail Address: _____

1. What is your area of expertise in the construction industry and where? _____

2. How long have you worked in the construction industry? _____

3. What is your affiliation with the company? (*Principal, employee, etc.*) _____

4. Have you been accused of, charged, or liable for any claims (civil, criminal, or administrative) for work related to any license or registration issued by this jurisdiction or for work related to the building trades in any jurisdiction?

Yes No If yes, explain:

5. Have you been named in or responsible for any entered or unsatisfied judgments, liens, and/or claims?

Yes No If yes, explain:

6. Have you declared bankruptcy?

Yes No If yes, explain:

7. Have you had ownership interest(s) in other companies, which have done construction work or construction consulting work within the jurisdiction of PPRBD? If so provide names: _____

8. Have you had a license or registration suspended or revoked?

Yes No If yes, explain:

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9. Have you ever defaulted on a contract?

Yes No If yes, explain:

10. The Applicant understands that direct supervision and control include any one or a combination of the following activities: supervising, managing construction activities by making technical and/or administrative decisions, checking jobs for proper workmanship, or direct supervision on job site(s). Will you, as the qualifying individual, perform one or more of these duties?

Yes No

Applicant's Work History

Company: _____ From: _____ To: _____

Company: _____ From: _____ To: _____

Company: _____ From: _____ To: _____

Applicant's Education

Trade School or Institution: _____

From: _____ To: _____ Did you graduate? Yes No Degree: _____

Trade School or Institution: _____

From: _____ To: _____ Did you graduate? Yes No Degree: _____

Project History (Projects performed or supervised by the Applicant)

1. Project Street Address: _____

Type of work: (check one) Residential Commercial Permit Number: _____

Occupancy Classification: _____ Size: _____ Type of Construction: _____ Project Cost: _____

Describe project in detail: _____

Applicant's position: (for example: trainee, apprentice, project manager, or supervisor) _____

2. Project Street Address: _____

Type of work: (check one) Residential Commercial Permit Number: _____

Occupancy Classification: _____ Size: _____ Type of Construction: _____ Project Cost: _____

Describe project in detail: _____

Applicant's position: (for example: trainee, apprentice, project manager, or supervisor) _____

3. Project Street Address: _____

Type of work: (check one) Residential Commercial Permit Number: _____

Occupancy Classification: _____ Size: _____ Type of Construction: _____ Project Cost: _____

Describe project in detail: _____

Applicant's position: (for example: trainee, apprentice, project manager, or supervisor) _____

4. Project Street Address: _____

Type of work: (check one) Residential Commercial Permit Number: _____

Occupancy Classification: _____ Size: _____ Type of Construction: _____ Project Cost: _____

Describe project in detail: _____

Applicant's position: (for example: trainee, apprentice, project manager, or supervisor) _____

5. Project Street Address: _____

Type of work: (check one) Residential Commercial Permit Number: _____

Occupancy Classification: _____ Size: _____ Type of Construction: _____ Project Cost: _____

Describe project in detail: _____

Applicant's position: (for example: trainee, apprentice, project manager, or supervisor) _____

CERTIFICATION (The following declaration is to be signed by the Applicant)

PPRBD requires all persons seeking a license to undergo a name-based judicial record check. I hereby authorize PPRBD to perform a name-based judicial record check utilizing information provided in this application. I agree and understand PPRBD may deny me a license after such review in accordance with the Regional Building Code and applicable statutory requirements. If any information provided in this application is untrue, the license granted to me may be automatically revoked by PPRBD in accordance with the Regional Building Code and applicable statutory requirements thereto. (See attached Privacy Act Statement)

Applicant's Printed Name: _____

Applicant's Signature: _____ Date: _____

Pikes Peak Regional Building Department – Reference Request Form

The application for a license is under consideration by the Board of Review on behalf of Pikes Peak Regional Building Department ("PPRBD"). As a reference listed by the Applicant, your response is important in assessing this individual's qualifications for the requested contractor's license. Information should be based on your knowledge of the Applicant's work on a project. References may NOT be provided for a relative or by a PPRBD employee.

Please complete, sign, and return this form to PPRBD at your earliest convenience. You can: return the form to Applicant for submission, mail it, hand deliver, or e-mail to Licensing@pprbd.org. PPRBD may contact any reference to verify information.

Applicant's Information

Applicant Name: _____ License Type Requested: _____

Business Name: _____

Reference of Applicant's Experience & Qualifications

Project Address: _____
Street Address (and P. O. Box, if applicable) *Apt./Unit #*

_____ *City* _____ *State* _____ *Zip Code*

Permit Number: _____ Type of work: (check one) Residential Commercial

If commercial, what was the "Use"? (check all that apply)

Office Retail Church Restaurant School Other: _____

What is your relationship to the Applicant on this project? _____

What was the Applicant's position on this project? _____

What trade or work did the Applicant perform? _____

What is your opinion of the Applicant's performance on this project? _____

Comments

Do you recommend granting the requested license to this Applicant and company? Yes No

Comments: _____

Contact Information

Name: _____ Phone: (Daytime) _____

Address: _____
Street Address (and P. O. Box, if applicable) *Apt./Unit #*

_____ *City* _____ *State* _____ *Zip Code*

E-mail: _____

Signature: _____ Date: _____

Pikes Peak Regional Building Department – Reference Request Form

The application for a license is under consideration by the Board of Review on behalf of Pikes Peak Regional Building Department ("PPRBD"). As a reference listed by the Applicant, your response is important in assessing this individual's qualifications for the requested contractor's license. Information should be based on your knowledge of the Applicant's work on a project. References may NOT be provided for a relative or by a PPRBD employee.

Please complete, sign, and return this form to PPRBD at your earliest convenience. You can: return the form to Applicant for submission, mail it, hand deliver, or e-mail to Licensing@pprbd.org. PPRBD may contact any reference to verify information.

Applicant's Information

Applicant Name: _____ License Type Requested: _____

Business Name: _____

Reference of Applicant's Experience & Qualifications

Project Address: _____
Street Address (and P. O. Box, if applicable) *Apt./Unit #*

_____ *City* _____ *State* _____ *Zip Code*

Permit Number: _____ Type of work: (check one) Residential Commercial

If commercial, what was the "Use"? (check all that apply)

Office Retail Church Restaurant School Other: _____

What is your relationship to the Applicant on this project? _____

What was the Applicant's position on this project? _____

What trade or work did the Applicant perform? _____

What is your opinion of the Applicant's performance on this project? _____

Comments

Do you recommend granting the requested license to this Applicant and company? Yes No

Comments: _____

Contact Information

Name: _____ Phone: (Daytime) _____

Address: _____
Street Address (and P. O. Box, if applicable) *Apt./Unit #*

_____ *City* _____ *State* _____ *Zip Code*

E-mail: _____

Signature: _____ Date: _____

Pikes Peak Regional Building Department – Reference Request Form

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Please complete, sign, and return this form to PPRBD at your earliest convenience. You can: return the form to Applicant for submission, mail it, hand deliver, or e-mail to Licensing@pprbd.org. PPRBD may contact any reference to verify information.

Applicant's Information

Applicant Name: _____ License Type Requested: _____

Business Name: _____

Reference of Applicant's Experience & Qualifications

Project Address: _____
Street Address (and P. O. Box, if applicable) *Apt./Unit #*
_____ *City* _____ *State* _____ *Zip Code*

Permit Number: _____ Type of work: (check one) Residential Commercial

If commercial, what was the "Use"? (check all that apply)

Office Retail Church Restaurant School Other: _____

What is your relationship to the Applicant on this project? _____

What was the Applicant's position on this project? _____

What trade or work did the Applicant perform? _____

What is your opinion of the Applicant's performance on this project? _____

Comments

Do you recommend granting the requested license to this Applicant and company? Yes No

Comments: _____

Contact Information

Name: _____ Phone: (Daytime) _____

Address: _____
Street Address (and P. O. Box, if applicable) *Apt./Unit #*
_____ *City* _____ *State* _____ *Zip Code*

Signature: _____ Date: _____



PRIVACY ACT STATEMENT

Privacy Act Statement

Pursuant to 5 U.S.C. § 552a(e)(3), this Privacy Act Statement serves to inform you of the following concerning the collection of the information on this form.

A. AUTHORITY:

Collection of the information solicited on this form is authorized by Title 24 of the Colorado Revised Statutes (C.R.S.), whether or not codified. In general, see C.R.S. §§ 24-5-101, 24-50-1001 *et al.*, 24-72-301, *et al.*, including, but not limited to 24-72-305.4, 24-60-2702. For licensing, certification, or registration functions for any governmental entity, in addition to other authority conferred by law, specifically refer to C.R.S. § 24-72-305.4. For contemplated employment for certain positions with Pikes Peak Regional Building Department where confidential financial and personally identifiable information, as such is regulated by Titles 6 and 24 of C.R.S., may readily be available to a person, the information solicited by the Department is a requirement/condition to employment.

B. PURPOSE:

The primary purpose for soliciting this information is to determine the eligibility of, and whether there exists a law enforcement or security risk in permitting licensing, certification, or registration, or employment, as applicable.

C. ROUTINE USES:

The information solicited on this form may be made available as a "routine use" to other government agencies to assist the Department in making determinations about the person's eligibility for licensing, certification, or registration, as applicable, for administration purposes. The information may be made available to the State of Colorado (specific to any licensing, certification, or registration regulated by it) in the event an application is not approved, so that a determination can be made for issuance thereof.

D. CONSEQUENCES OF FAILURE TO PROVIDE INFORMATION:

Licensing, certification, or registration by the Department may not be issued, or consideration for/an offer of employment with the Department, as applicable, may be terminated by the Department.

Last Updated: May 14, 2021