



DENVER
THE MILE HIGH CITY

Community Planning and Development
Office of the Manager/Contractor Licensing
201 W. Colfax Avenue, Dept. 205, Denver, CO. 80202
Phone 720-865-2770
www.denvergov.org/contractor_licensing

CONTRACTOR LICENSE APPLICATION

OFFICE USE ONLY

License Approved:
License Disapproved:
For the Manager
By _____
Date _____
Lic # _____
Affidavit Signed: _____
SVI Accepted: _____

TO BE PRINTED IN INK OR TO BE TYPEWRITTEN.

1. a. License Classification: _____

b. Work to be performed under license sought: _____

2. NAME: Print Name of Individual or Company Name
under which business will be conducted: _____

Exactly as it is to appear on license

3. a. Business Address: _____ Phone #: _____
Street and Number City, State Zip Code

b. Local Address if
different from above: _____ Phone #: _____
Street and Number City, State Zip Code

4. Cell #: _____ Fax #: _____ Email Addr: _____

5. a. Applicant intends to do business as:

Sole Proprietor* Partnership Corporation Limited Liability Corporation (LLC)

b. Colorado Revised Statute requires individuals applying for sole proprietor licenses using a personal or trade name to provide:

1. An Affidavit of Lawful Presence stating he/she is lawfully present in the United States.
2. A secure and verifiable form of identification.

NOTE: A Change of the Name or Address of a licensee must be reported to Contractor Licensing within 15 days of the change by submittal of a Change of Name / Address form.

A Change of the Legal Entity of a licensee requires that a new license be obtained within 30 days of the change.

PERSONNEL OF APPLICANT

If the applicant is a sole proprietor, list the name of the sole proprietor; if a partnership, list the names of all partners; if a corporation*, list the names of all officers of the company; if an LLC*, list the names of all members of the company. Any Corporate officer or Member of an LLC signing and submitting documentation for licensing must be listed on previous filings with the Secretary of State or must provide notarized "Minutes" of a meeting or other notarized list of current Officers or Members.

NAME	TITLE (Individual, Partner, or Officer)	DATE OF BIRTH	RESIDENCE ADDRESS AND TELEPHONE

7. Supervisor Name: _____ Birth Date: _____
 Address (Home): _____ Phone: _____
 Certificate #: _____ Certificate Type: _____
8. a. Has any person listed under "Personnel of Applicant" ever had a License under the Denver Building Code? _____
 b. Under other States? _____ If yes, state where, kind of license and years held: _____

9. Has any person listed under "Personnel of Applicant" ever been denied a License under the Denver Building Code?
 _____ If "Yes", give name, kind of license and approximate date of denial: _____

10. Have you ever had a License or Certificate revoked in the City of Denver? _____ If so, give reason for
 revocation: _____
11. Has applicant for the License read Chapter 1 of the Denver Building Code? _____

WARNING: Statements made in this application are subject to verification and false or misleading statements may be cause for rejection of this application, or, if a license has been granted, for revocation thereof upon discovery. Licenses are issued by authority of the Denver Building Code. This application must be accompanied by the required \$ 80.00 license fee. Make checks payable to: Manager of Finance. Applications must be filed in person at Contractor Licensing, 201 W. Colfax Ave., Dept. 205, Denver, CO 80202.

The License Application must have the original signature of a corporate officer, partner, member of the LLC, or sole proprietor. Original signatures are required; no faxed or photocopied signatures will be accepted.

The undersigned, as sole proprietor, partner, corporate officer, or member of an LLC certifies that he or she is authorized to act for applicant and vouches for the truth of all statements made herein and on supplementary papers attached hereto.

Signature: _____ Date: _____
 Individual or Owner or Officer of Company

It is required that the owner/officer signing this application submit a legible (preferably enlarged) copy of their drivers license or Photo ID.

If the Supervisor Certificate Holder is not a corporate officer, partner, member of the LLC, or the sole proprietor, the supervisor must bring a letter on company letterhead stating that he or she will be the "Supervisor of Record" for the company for the type of license being applied for. The letter must be signed by a corporate officer, partner, member of the LLC, or the sole proprietor. The assigned Supervisor Certificate Holder is required to appear in person to sign an Affidavit of Supervisor Responsibility.

All Licenses (except Electrical) require a current Supervisor Certificate Holder to be associated with it at all times.

- ∞ Electrical License holders are required to have a current State Electrical Contractor card. A photocopy of the Master Electrician's State issued Driver License or Photo Identification is also required.
- ∞ Plumbing A License holders are required to hold a current Master Plumber license issued by the State of Colorado and must remain associated with the license at all times.
- ∞ Fire Protection A & B License holders are required to submit a current State of Colorado Fire Suppression Certificate with the application.

Additional supporting documents are required depending upon the legal status of the company.

Contractor License cards will only be released to an officer, partner, member of the LLC or the sole proprietor as listed on supporting documentation.