

What is the License Renewal Process? [Click Here](#)

- ∞ Renewal Notices are sent approximately two months prior to your license renewal date to the most recent address you have provided to the department.
 - ∞ Contractor licenses renew annually for \$80.00 except those listed here:
 - a. **Electrical Licenses** expire when the State Electrical Contractor Card expires. There are no renewal fees for Electrical licenses, but the new State Electrical Contractor Card is required. If the renewal applicant is a Corporation or Limited Liability Company (LLC), current supporting documents (see below) must accompany the renewal.
 - b. **Right-of-Way Licenses** expire on the last day of December of each year and are pro-rated quarterly when purchased. Please see pro-rated schedule and renewal information below for Right-of-Way renewals.
 - ∞ No license renewal will be approved by the department earlier than one month prior to the expiration date of the existing license nor 1 year after the expiration date of the existing license.
 - ∞ All licenses (except Electrical and Right-of-Way) require a current Supervisor Certificate Holder at all times. For Plumbing Licenses, the Supervisor Certificate Holder is the Master Plumber, and the license requires a current State Master Plumber Card to be associated with it at all times.
1. If the renewal applicant is a Corporation or Limited Liability Company (LLC),
 2. current supporting documents are required.
 3. Any changes in entity or name of the licensee will require a new application to be filled out and the applicant to supply any supporting documents as required for a new license per Denver Building Code Section 128- License and Registration Changes (see below). Supervisor Certificate Holders must appear in person to sign a Supervisor Statement at the time the application is submitted.
 4. For Fire Protection A & B Contractors, a current copy of your state Fire Suppression registration is required with your renewal.
 5. If more than 1 year has passed since the expiration date of the license, the license may not be renewed and must be re-instated by completing a new license application and supplying any supporting documents as required for a new license per Denver Building Code Section 128- License and Registration Changes (see below). Supervisor Certificate Holders must appear in person to sign a Supervisor Statement at the time the application is submitted.
 6. Please write your contractor license number on your check or money order and make Checks or Money Orders payable to "Manager of Finance". *NOTE: If renewal applicant is paying by check, the checking account must be in the exact name of the licensee. Renewals*

received with payment by another company or individual will be returned for "Change of Name/Entity".

7. If your address has changed, please provide your current address and phone number with your renewal. It is a mandatory requirement to have a current address and telephone number on file with the department at all times.

8. It is a mandatory requirement for each and every individual who applies for the renewal of a contractor's license to submit a clearly legible copy of their driver's license or state issued photo-identification card (preferably enlarged) with their renewal.

9. Contractor Licensing will only release Licenses and ID Cards to owners or officers of the company. For all Corporations and Limited Liability Companies: please submit Corporate Minutes or LLC documentation as necessary to ensure that our office has a listing of your current officers or members.

**Supporting Document Requirements
For
New Licenses & Renewing Licenses**

The Denver Building Code, Section 128-License and Registration Changes states:

- a) "Change of Name." A change of name by a licensee or registrant shall be reported to the Agency within 15 days after making the change on an application form provided by the Agency. A \$15.00 application fee shall be required in addition to the \$75.00 renewal fee.
- b) "Change of Entity." A new license or registration shall be obtained within 30 days after the creation of a new legal entity, even though one or more of the members, officers or directors have a license or are registered.

For Sole Proprietors doing business under a company name:

Copy of Trade Name Affidavit (validated) filed with the Colorado Department of Revenue.

Partnerships that are not an LLC or Corporation:

Copy of Partnership Agreement (validated) filed with the Colorado Department of Revenue.

For Corporations or Limited Liability Companies (LLC):

- a) For a NEW (less than 1 year) Domestic (Colorado) Corporation or Limited Liability Company (LLC):
 - 1. Articles of Incorporation (validated) or Articles of Organization (validated) filed with the Colorado Secretary of State.
 - 2. Certificate in Good Standing from the Colorado Secretary of State.
 - 3. Documents expire after one (1) year and must be re-submitted to the Colorado Secretary of State.
- b) For a NEW (less than 1 year) Foreign (Out-Of-State) Corporation:
 - 1. Certificate of Authority from the Colorado Secretary of State.
 - 2. Certificate in Good Standing from the Colorado Secretary of State.
 - 3. Documents expire after one (1) year and must be re-submitted to the Colorado Secretary of State.
- c) For established (over 1 year) Corporations or Limited Liability Companies (LLC):
 - 1. Certificate in Good Standing from the Colorado Secretary of State.
 - 2. Copy of last periodic report (validated) with the Colorado Secretary of State.
 - 3. Documents expire after one (1) year and must be re-submitted to the Colorado Secretary of State.
- d) For a Corporation working under an Assumed Trade Name (DBA):
 - 1. Copy of last Periodic Report (validated) with the Colorado Secretary of State.
 - 2. Certificate in Good Standing from the Colorado Secretary of State.
 - 3. Certificate of Assumed Trade Name (validated) from the Colorado Secretary of State.
 - 4. Documents (except the Certificate of Assumed Trade Name) expire after one (1) year and must be re-submitted to the Colorado Secretary of State.

All items listed above can be acquired from the State agencies listed here:

Colorado Secretary of State

1560 Broadway, Ste 200
Denver, CO 80202

(303) 894-2200
www.sos.state.co.us

Colorado Department of Revenue

1375 Sherman St
Denver, CO 80202

(303) 894-2200
www.revenue.state.co.us

If you have any questions, please contact City and County of Denver Contractor Licensing at 720-865-2791.