



City of Boulder  
Planning & Development Services

# APPLY FOR A CONTRACTOR LICENSE

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Mailing Address:  
Planning and Development Services  
c/o Contractor Licensing Program  
PO BOX 791  
Boulder, CO 80306

Physical Address:  
1739 Broadway,  
Third Floor  
Boulder, CO 80302

Website: [BoulderPlanDevelop.net](http://BoulderPlanDevelop.net)  
Email: [cobcontractorlicense@bouldercolorado.gov](mailto:cobcontractorlicense@bouldercolorado.gov)  
Phone: 303-441-1982

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## Quick Notes

- You must first obtain a contractor license before applying for a single trade permit.
- Please submit a complete application as this will cause a delay in processing.
- Please allow 3-5 business days for processing your application.

## Need your permit updated with contractor license information?

If your contractor license was in “Insurance Expired” status but has now been updated; or you have a building permit waiting for a general contractor:

- Please contact [PDSpermitadmin@bouldercolorado.gov](mailto:PDSpermitadmin@bouldercolorado.gov) to notify them that your contractor license has been updated.
- Once you have contacted the permit admin team, please allow 3 business days for your permit to be updated.

If you have questions regarding the following topics, please direct your request to the email addresses below:

- Permits, Application and Code and Regulations questions - [PlanDevelop@bouldercolorado.gov](mailto:PlanDevelop@bouldercolorado.gov)
  - Contractor Licensing - [COBcontractorLicense@bouldercolorado.gov](mailto:COBcontractorLicense@bouldercolorado.gov)
  - Permit Status and Inspection questions - [PDSpermitadmin@bouldercolorado.gov](mailto:PDSpermitadmin@bouldercolorado.gov)
  - Right-of-Way permitting - [ROW@bouldercolorado.gov](mailto:ROW@bouldercolorado.gov)
  - Rental Licensing - [RentalHousingLicensing@bouldercolorado.gov](mailto:RentalHousingLicensing@bouldercolorado.gov)
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# CITY OF BOULDER

## AFFIDAVIT OF LEGAL RESIDENCY

### SECTION 1: IDENTIFICATION DOCUMENTS

I, \_\_\_\_\_ [print name], currently lawfully possess, and am providing a copy of, the following identification document as evidence of my lawful presence in the United States (check one):

- \_\_\_\_\_ Valid Colorado driver's license or a Colorado identification card issued by the Department of Revenue
- \_\_\_\_\_ United States military card or a military dependent's identification card
- \_\_\_\_\_ United States Coast Guard Merchant Mariner card
- \_\_\_\_\_ Native American tribal document
- \_\_\_\_\_ Other document allowed by the Colorado Department of Revenue Rules for Lawful Presence. (1 CCR 201-17)

(available at [http://www.revenue.state.co.us/EDO\\_dir/wrap.asp?incl=LawfulPresenceRules](http://www.revenue.state.co.us/EDO_dir/wrap.asp?incl=LawfulPresenceRules))

\*\*Provide a clear copy of document you are relying upon to show your lawful presence in the United States.

### SECTION 2: CITIZENSHIP AFFIDAVIT

I, \_\_\_\_\_ [print name], 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.

I understand that this sworn statement is required by law because I have applied for a public benefit. I understand that state law requires me to provide proof that I am lawfully present in the United States prior to receipt of this public benefit. I further acknowledge that making a false, fictitious, or fraudulent statement or representation in this sworn affidavit is punishable under the criminal laws of Colorado as perjury in the second degree under Colorado Revised Statute 18-8-503 and it shall constitute a separate criminal offense each time a public benefit is fraudulently received.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name



# Contractor License Application

## Company Information

Company Name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Office Number \_\_\_\_\_ Mobile Number \_\_\_\_\_

Company Email \_\_\_\_\_

(one email allowed per company; Contractor License notifications will be sent here)

If this application is holding up a permit, please provide the following information:

Permit Number or Address of Project: \_\_\_\_\_

## Building Contractor License

### General Contractor

- A: Commercial and Residential - Unlimited Scope of Work - F11 ICC National Standard Contractor A - \$460
- B: All Residential - Commercial Up to Two Stories - F12 ICC National Standard Contractor B - \$307
- C: Residential Only - F13 ICC National Standard Contractor C - \$197

### Mechanical Contractor

- A: Master Mechanical - W29 ICC National Master Mechanical - \$253.50
- B: Journeyman Mechanical - W31 ICC National Journeyman Mechanical- \$127.25
- C: Residential Mechanical - W32 ICC National Residential Mechanical - \$127.25
- E: Boilers and Water Heaters - requires a plumbing contractor license as well - \$63.50

### Electrical Contractor

- Requires State Masters and Contractor License - provide copies - No fee

### Plumbing Contractor

- Requires State Masters and Contractor License - provide copies - \$278.95

**Fire Contractor** **Fire Licenses are now processed through the Fire Department. Please email your application to [firecontractors@bouldercolorado.gov](mailto:firecontractors@bouldercolorado.gov).**

- A: Fire Sprinkler Systems - \$307
- B: Hood Extinguishing Systems - \$180
- C: Fire Alarm Systems - \$180

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## Single Trade Contractor

- D-1: Moving/Wrecking/Demo - \$153
- D-2: Residential Roofing - \$153     D-2: Commercial Roofing - W14 ICC National Roofing Contractor - \$153
- D-4: Landscaping/Irrigation/Sitework - \$153
- D-6: Mobile Home Installer - \$153
- D-8: Class not identified but requires building permit and inspection (i.e. pools, concrete work, sidewalks) - \$153

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## Special Use Contractor

- D-9: Rental Housing Inspector - \$15
- G: Energy Efficiency Inspector - \$15
- E: Fences and Retaining Walls - \$75
- F: Homeowner/Occupant Builder - No fee
- Right of Way - Requires Surety Bond - requirements listed in Contractor License Packet - \$201
- Sign Class A: Manufacturer or Installer of Signs - \$332.90
- Sign Class B: Creator of Painted Signs - \$174.05
- Arborist - International Society of Arboriculture Certified Arborist Certification- \$125
- Tree Contractor - \$125
- ECHO - License requirements listed in Contractor License Packet - No fee

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## Insurance Requirements

General Liability - City of Boulder listed as *Certificate Holder AND Additional Insured*

Workers' Compensation as required by the State of Colorado

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## Contractor License Fees

Fees are due upon application and at annual renewal. Fees can be paid in person or through the online CSS Portal.

## Contractor Responsibility

- By signing this form, the contractor certifies that information submitted to acquire a contractor license is correct.
- By signing this form, the contractor agrees to adhere to responsibilities as required per B.R.C. 1981, Title 4 Licenses and Permits.
- By Providing an email address, the contractor is giving consent to receiving electronic communication regarding this contractor license and city programs/policies at the provided email address.
- By signing this form, the contractor understands the acceptance of an application packet and fees by the city does not constitute the issuance of a contractor license. Application and fee submittal are subject to review and verification.

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Applicant Signature

Print Name

Date