



# Contractor License Packet

updated 4/2020

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## Contractor License

A contractor is any person who builds, constructs, alters, repairs, adds to, moves, or wrecks any building or structure, or portion of building or structure, within the city limits.

[Building Contractor License \(B.R.C. Title 4 Chapter 4\)](#)

### License Required

- Contractors must have a valid, current license for the type of work to be performed prior to performing that work
- No person other than a Class A or Class B licensed contractor shall perform work requiring the supervision of an architect or structural engineer

### Application Process:

- Complete a City of Boulder Contractor License Application or Renewal form
- Provide copies of required certifications for each license type (*see application for requirements*)
- Provide information related to experience when requested
- Provide a current copy of a Certificate of Insurance
- Pay the annual licensing fees (*see application for fees*)

### Insurance Requirements - *please submit standard ACORD form*

- General Liability Insurance - minimum limits of \$1,000,000 per occurrence and a \$2,000,000 aggregate limit
- Workers' Compensation Insurance as required by Colorado Revised Statutes for any employee other than the licensee
- Certificate of Insurance must be submitted with the following information:
  - The City of Boulder listed as additional insureds for general liability
  - The City of Boulder at 1777 Broadway, PO Box 791, Boulder 80306 listed as certificate holder
  - The insurance agent's name and address
  - The insured's name and address - ***must match company name on the contractor license***
  - The policy number, limits and policy term

### Terms of Licenses

Contractor licenses have a term of 12 months from date of issuance. In order to renew a license, the license holder shall submit the required certifications and pay the fees as required.

### Licensing Fees

Contractor licensing fees can be found in the Contractor License Application and City of Boulder Schedule of fees available on our webpage at [www.boulderplandevlop.net](http://www.boulderplandevlop.net) or you may obtain a copy from our office located at 1739 Broadway, Third Floor.

### City Manager May Issue Regulations

The city manager may issue rules and regulations deemed necessary to administer and enforce the provisions of Title 4 Chapter 1 BRC 1981 including without limitation, prescribing forms for license applications, information that applicants and licensees shall provide, and books and records that licensees shall keep.

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## License Types

### General Building Contractor

Includes any person, company or agency holding a current A, B or C building contractor license with the City of Boulder.

#### Classifications of General Building Contractors

- **Class A:** Entitles the licensee to contract for the construction, alteration, wrecking, or repair of any type or size of building or structure permitted in the City of Boulder  
*Requires class A Contractors certificate issued by the International Code Council (ICC)*
- **Class B:** Entitles the licensee to contract for the construction, alteration, wrecking, or repair of all commercial buildings up to two stories and residential buildings or structures in the City of Boulder  
*Requires class B Contractors certificate issued by the International Code Council (ICC)*
- **Class C:** Entitles the licensee to contract for the construction of any detached one- and two-family dwelling units or townhomes and their accessory structures not more than two stories in height  
*Requires class C Contractors certificate issued by the International Code Council (ICC)*

### Mechanical Contractor

A person that performs any mechanical installation, alteration, or repair with the City of Boulder.

*\*\* a licensed plumbing contractor may perform the installation of fuel gas piping without a mechanical contractor license*

#### Classifications of Mechanical Contractors

- **Class A:** Entitles the licensee to perform any work covered by the city mechanical code and fuel gas codes  
*Requires National Master Mechanical certificate issued by the International Code Council (ICC)*
- **Class B:** Entitles the licensee to perform work covered by the mechanical code and fuel gas codes for commercial and dwelling units except for work associated with commercial kitchen hoods and ventilation systems, and installations or repairs in an “H” or “I” occupancy as defined in the city building code  
*Requires National Journeyman Mechanical certificate issued by the International Code Council (ICC)*
- **Class C:** Entitles the licensee to perform work covered by the city residential mechanical code for one-and-two-family dwellings and town homes  
*Requires National Residential Mechanical certificate issued by the International Code Council (ICC)*
- **Class E:** Entitles the licensee to perform boiler, water heaters and hydronics installations covered in the city mechanical code and fuel gas codes  
*REQUIRES A CONCURRENT PLUMBING CONTRACTOR LICENSE*

### Plumbing Contractor

A master plumber contractor licensed by the State of Colorado that performs any plumbing installation, alteration, repair or other work in the city for which a plumbing permit is required from the city or fuel gas piping as described in the mechanical code.

#### Requirements for Plumbing Contractor License

- State of Colorado Plumbing Contractor’s Card
- Master Plumber licensed by the State of Colorado

### Electrical Contractor

A master or journeymen electrical contractor licensed by the State of Colorado that performs installation, alteration, or repair of or addition to electrical conductors or equipment installed within or on any structure in the city.

#### Requirements for Electrical Contractor License

- State of Colorado Electrical Contractor’s Card
  - Master Electrician licensed by the State of Colorado
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## Single Trade Contractor Licenses

- **D-1:** Moving/Wrecking/Demo
- **D-2:** Roofing-*ICC Roofing Contractor Certification required for non-residential structures*
- **D-4:** Landscaping/Irrigation/Sitework
- **D-6:** Mobile Home Installer -*State of Colorado Manufactured Housing Installation Program certificate*
- **D-8:** Class not identified but requiring a building permit and inspection  
*example: swimming pools*
- **E:** Fences and Retaining Walls

## Homeowner Occupant Builder

Entitles the homeowner to construct, alter or repair their own home or structure that is intended for the homeowner's personal use. If the project involves alteration of a load-bearing element or work governed by the city's electrical, mechanical, or plumbing codes, the homeowner must hire a general contractor.

## Sign Contractor

- **Class A:** entitles the licensee to contract for the manufacture and installation of signs and related structures, including awnings which are directly supported by the structure only and canvas canopies being supported by building and vertical supports, and to paint signs on existing structures
- **Class B:** entitles the licensee to contract for painting signs on existing structures

## Certified Arborists and Tree Contractor License

No person shall engage in the business of cutting, pruning, removing or applying pesticides to any trees on public or private property within the City for commercial gain or profit without employing a person to supervise such work who is a licensee under chapter 4-28 BRC 1981.

- **Arborist:** *Requires proof of current International Society of Arboriculture certification*
- **Tree Contractor:** *Certification not required, must perform all tree related work in accordance with requirements adopted by city, state and federal laws*

## Right of Way Contractor License

No developer, contractor, or subcontractor shall perform any work affecting public property, rights of way, grounds, any city-owned utility system, or any other utility system or in the street right of way or utility easement, whether or not the work is performed for the city, without first obtaining a right of way contractor license from the city before commencing any such work.

**Special Note:** *Requires a Surety Bond in the amount of \$5000 with City of Boulder listed as obligee*

## Fire Contractor License

Fire Contractor licenses and permits are processed through Boulder Fire Department.

Please email: [FireContractors@bouldercolorado.gov](mailto:FireContractors@bouldercolorado.gov) to apply for a Fire Contractor License.

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## Special Use Contractors

### Rental Housing Licensing Inspectors - *Special Note: Does not require proof of insurance*

**D-9: Rental Housing Inspector** - Provide copy of **one** of the following:

- ICC Combination Building Inspector certification
- American Society of Home Inspectors, Inc. certification (ASHI)
- National Association of Home Inspectors, Inc. certification (NAHI)
- International Association of Certified Home Inspectors certification (InterNACHI)
- City of Boulder A, B, or C general contractor's license
- State of Colorado Licensed design professional (Architect or Engineer)

**G: Energy Efficiency Inspector** - Provide copy of **one** of the following:

- any D-9 certification
- RESNET Senior Certified Rater
- Certified Home Energy Rater

### **Expert Cooperative Housing Organization License (ECHO)**

An *Expert Cooperative Housing Organization* is an organization recognized by the city manager as having experience and expertise in the formation, operation, and organization of cooperative housing units.

*Cooperative housing units must submit evidence of training and certification from a licensed Expert Cooperative Housing Organization in order to be licensed.*

#### **ECHO License Application Process**

An applicant for an expert cooperative housing organization license shall provide:

- Information related to training, education, or experience that qualifies you as an expert in the formation, operation, and organization of cooperative housing units.
  - Criteria to determine whether a cooperative is legitimate
  - An example of a training plan used to ensure cooperatives' legitimacy
  - Certificate of Insurance
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## Work not requiring a permit

Title 10 - Chapter 5 - Building Code I Municipal Code I Boulder, CO I Municode library Section 10.5.2.

**Work exempt from permit.** The following is a list of all work exempt from building permit. Please note that while a project may be exempt from building permitting it must still meet all relevant building, zoning and engineering code requirements. Additional approvals may be required if the property is located within a floodplain, wetland, historic district or has been designated as an individual landmark:

### General:

1. One-story detached nonconditioned buildings accessory to a residential structure and not more than 80 square feet in area or ten feet in height and not being served by any electrical, mechanical, or plumbing fixtures or systems.
  2. Fences not over six feet high.
  3. Retaining walls which are not over 3 feet in height measured from the bottom of the footing to the top of the wall, unless supporting a surcharge or impounding Class I, II, or III-A flammable liquids.
  4. Sidewalks and driveways not more than thirty inches above grade and not over any basement or story below and which are not part of an accessible route.
  5. Painting, papering, tiling, carpeting, cabinets, countertops, and similar finish work.
  6. Temporary motion picture, television, and theater stage sets and scenery.
  7. Prefabricated swimming pools accessory to a Group R-3 occupancy which are less than 24 inches deep, do not exceed 5,000 gallons, and are installed entirely above ground.
  8. Shade cloth structures constructed for nursery or agricultural purposes and not including service systems.
  9. Swings and other playground equipment accessory to detached one- and two-family dwellings.
  10. Window awnings in Group R and Group U occupancies supported entirely by an exterior wall and which do not project more than 54 inches from the exterior wall.
  11. Moveable cases, counters and partitions not over 5 feet 9 inches in height.
  12. Replacement of windows in low-rise residential buildings that are three stories or less in height.
  13. Replacement of exterior siding on low-rise residential buildings that are three stories or less in height.
  14. Building energy efficiency components that (a) are required as part of a city energy efficiency program; (b) do not include any electrical, heating, ventilation, and air conditioning equipment, solar photovoltaic and solar hot water heating systems; and (c) are inspected by a HERS rater (a Home Energy Rating System rater certified through Residential Energy Services Network) or a city licensed energy inspector as defined in Chapter 4-4, "Building Contractor License." B.R.C. 1981.
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## *Work exempt from permit continued*

### **Electrical:**

Minor repair and maintenance work, including the replacement of lamps or the connection of approved portable electrical equipment to approved permanently installed receptacles, radio and television transmitting stations, temporary testing systems for the testing or servicing of electrical systems or apparatus and those items in Article 90.2 (B) of the electrical code.

1. Portable heating appliances.
2. Replacement of any minor part that does not alter approval of equipment or make such equipment unsafe.

### **Mechanical:**

1. Portable heating appliance, portable cooling unit, portable evaporative cooler, or portable ventilation equipment.
2. Steam, hot, or chilled water piping within any heating or cooling equipment regulated by this code.
3. Replacement of any part which does not alter an approval or listing or make any appliance or equipment unsafe.
4. Self-contained refrigeration system containing ten pounds (4.54 kg) or less of refrigerant and actuated by motors of one horsepower (746 W) or less.

### **Plumbing:**

1. The stopping of leaks in drains, water, soil, waste, or vent pipe; provided, however, that if any concealed trap, drain pipe, water, soil, waste, or vent pipe becomes defective and it becomes necessary to remove and replace the same with new material, such work shall be considered as new work and a permit shall be obtained and inspection made as provided in this code.
  2. The clearing of stoppages or the repairing of leaks in pipes, valves, or fixtures, and the replacement of water closets, provided such repairs do not involve or require the replacement or rearrangement of valves or pipes.
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