



City of Boulder  
Planning & Development Services

# CONTRACTOR LICENSE APPLICATION

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Please email application to: [COBcontractorlicense@bouldercolorado.gov](mailto:COBcontractorlicense@bouldercolorado.gov)

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## Quick Notes

- You must first obtain a contractor license before applying for any permits.
  - Please submit a complete application including all certifications and insurance as this will cause a delay in processing.
  - Please allow 3-5 business days for processing your application.
  - Please create a CSS portal account [energovcss.bouldercolorado.gov](http://energovcss.bouldercolorado.gov) before submitting your application. please use the email address listed on the application below as this will link you to your license and invoices.
  - City of Boulder does not reciprocate with other jurisdictions regarding certifications.
  - \*\*\*\*Your application will not be processed without submission of certifications. \*\*\*\*
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## Insurance Requirements

- General Liability - City of Boulder listed as *Certificate Holder AND Additional Insured* - **Required for all licenses**
  - Workers' Compensation - City of Boulder listed as *Certificate Holder* - **as required by the State of Colorado**
  - Surety Bond in the amount of \$5000 with City of Boulder listed as obligee - **Right of Way contractors only**
  - See <https://bouldercolorado.gov/services/contractor-licensing#section-942> for further insurance requirements
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## 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)

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## Building Contractor License

### General Contractor

- A: Commercial and Residential - Unlimited Scope of Work - **submit copy of ICC Pass Letter**  
Requires F11 ICC National Standard Contractor A - \$460
- B: All Residential - Commercial Up to Two Stories - **submit copy of ICC Pass Letter**  
Requires F12 ICC National Standard Contractor B - \$307
- C: Residential Only - Single family dwellings only - **submit copy of ICC Pass Letter**  
Requires F13 ICC National Standard Contractor C - \$197

### Mechanical Contractor

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

### Electrical Contractor

- Requires Colorado (DORA) Master Electrician and Electrical Contractor Certification - **provide copies** - No fee

### Plumbing Contractor

- Requires Colorado (DORA) Master Plumber and Plumbing Contractor Certification - **provide copies** - \$278.95

### Single Trade Contractor

- D-1: Moving /Wrecking/Demo \$153
  - D-2: Residential Roofing - \$153
  - D-2: Commercial Roofing - Requires ICC certification - **Submit copy of ICC Pass Letter** \$153
  - D-3: Siding - \$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
- Right of Way Contractor - \$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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## Contractor License Fees

Fees are due upon application and at annual renewal. Fees must be paid through our 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.
- Insurance is only required at time of initial application submittal and license renewal and will not be accepted any other time unless uploaded to the CSS portal by you.

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Applicant Signature

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Print Name

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Date

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