



7500 W. 29<sup>th</sup> Avenue \* Wheat Ridge, CO 80033 \* O: (303)235-2855 \* F: (303)237-8929  
Email: [contractors@ci.wheatridge.co.us](mailto:contractors@ci.wheatridge.co.us)

**Checklist for Contractors License Application – all items must be included in order to process the application:**

1. Completed Contractors License Application
2. Copy of current license or ICC test as required by license class selected on Page 1 of application
3. Insurance certificate with City of Wheat Ridge listed as Certificate Holder:  
City of Wheat Ridge  
7500 W. 29<sup>th</sup> Avenue  
Wheat Ridge, CO 80033
4. Copy of Owner's Drivers License
5. Form of payment (**payment is not taken over the phone**) Application packet must include the credit card authorization form if submitted via email/fax. If submitted via mail, must include a check made out to City of Wheat Ridge or a completed credit card authorization form.

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<b>LICENSE (Office Use):</b>  Lic # _____
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### APPLICATION FOR BUILDING CONTRACTORS LICENSE

The undersigned affirms that he/she is knowledgeable of the ordinances and regulations of the City of Wheat Ridge relative to building & construction within the City and shall at all times perform in compliance with same as a contractor under the class of license hereby applied for:

Lic.	Class/Description	Fee	Lic.	Class/Description	Fee
_____	<b>Class 1 – Unlimited</b> <i>See Page 4 for licensing requirements</i>	\$150.00	_____	<b>Class 8 – Plumbing</b> <i>See Page 5 for licensing requirements</i>	\$100.00
_____	<b>Class 2 – Limited</b> <i>See Page 4 for licensing requirements</i>	\$125.00	_____	<b>Class 9 – Mechanical</b> <i>See Page 5 for licensing requirements</i>	\$100.00
_____	<b>Class 3 – Residential</b> <i>See Page 4 for licensing requirements</i>	\$100.00	<b>Class 10 – Electrical*DO NOT USE THIS FORM</b>		
_____	<b>Class 4 – Subcontractors</b> \$75.00 <i>All subcontractors or trades not authorized under other license classes</i> <i>Type: _____</i>		_____	<b>Class 11 – Sign</b>	\$75.00
_____	<b>Class 5 – Homeowner</b> No Fee <i>Testing may be required</i>		_____	<b>Class 12 – Fire Protection</b>	\$75.00
_____	<b>Class 6 – Structure Moving</b> \$75.00		_____	<b>Class 13 – Lawn Sprinkler</b>	\$75.00
_____	<b>Class 7 – Demolition</b> \$75.00		_____	<b>Class 14 – Roofing</b> <i>See Page 6 for licensing requirements</i>	\$75.00
			_____	<b>Class 15 – Electrical Signal</b> \$75.00 <i>(Systems &lt; than 50 volts)</i>	

**\*\*USE INK TO COMPLETE THIS FORM\*\***

BUSINESS NAME \_\_\_\_\_ If corporation, provide EIN \_\_\_\_\_  
 OWNER(S) NAME(S) \_\_\_\_\_  
 ADDRESS \_\_\_\_\_ CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_  
 PHONE \_\_\_\_\_ FAX \_\_\_\_\_ CELL \_\_\_\_\_  
 EMAIL \_\_\_\_\_

**The following documents must accompany this application or it will not be processed:**  
 -Copy of corresponding licensing requirement for license class selected  
 -Copy of Insurance certificate per insurance requirements on Page 4  
 -Form of Payment (application will not be processed via email without a credit card authorization form included)

**\*Complete all information on all pages. Sign and date application on Page 6**

**COMPANY OFFICER INFORMATION SHEET**

Name(s) of owner(s) \_\_\_\_\_  
Home Address \_\_\_\_\_  
Phone number: \_\_\_\_\_  
Signature: \_\_\_\_\_

Name(s) of owner(s) \_\_\_\_\_  
Home Address \_\_\_\_\_  
Phone number: \_\_\_\_\_  
Signature: \_\_\_\_\_

Name(s) of owner(s) \_\_\_\_\_  
Home Address \_\_\_\_\_  
Phone number: \_\_\_\_\_  
Signature: \_\_\_\_\_

**Person(s) able to pull permits:**

Name: \_\_\_\_\_  
Home Address \_\_\_\_\_  
Phone number: \_\_\_\_\_  
Signature: \_\_\_\_\_

Name: \_\_\_\_\_  
Home Address \_\_\_\_\_  
Phone number: \_\_\_\_\_  
Signature: \_\_\_\_\_

Name: \_\_\_\_\_  
Home Address \_\_\_\_\_  
Phone number: \_\_\_\_\_  
Signature: \_\_\_\_\_

Name: \_\_\_\_\_  
Home Address \_\_\_\_\_  
Phone number: \_\_\_\_\_  
Signature: \_\_\_\_\_

**\*Complete all information on all pages. Sign and date application on Page 6**

# LAWFUL PRESENCE AFFIDAVIT

Please provide proof of one of the following:

1. Colorado driver's license or identification card
2. United States military identification or dependent's identification card
3. United States coast guard merchant mariner card
4. Native American tribal document

I, \_\_\_\_\_, 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

**\*Complete all information on all pages. Sign and date application on Page 6**

**Insurance Requirements:** Coverage shall include workers compensation and employer's liability in the amount of five hundred thousand dollars (\$500,000), General Liability Insurance in the amount of six hundred thousand (\$600,000)- general aggregate and three hundred thousand (\$300,000) for each occurrence. The City of Wheat Ridge must be listed as the Certificate holder. **(Please provide a copy at time of license submittal.)**

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## **License Classification and Documentation Requirements**

(a) The various classes of licenses issued under this article and the work authorized to be performed by the holder of the license are as follows:

(1) **Building Contractor - Class 1**, shall be authorized to perform the following: unlimited building, altering, adding to the structural portions of any building, structure or portion thereof of any type, including all concrete, structural steel and iron, and the demolition of all or any part of a building or structure on a site on which he will build new construction, remodel, alter or repair an existing building or structure.

**Documents required:** Provide copy of ICC Class A test on at least 2012 codes or an active Contractors Class A License from one of the following municipalities: Denver, Aurora, Colorado Springs, Pikes Peak, Fort Collins, Park County, or City of Boulder. Supervisor licenses are not accepted.

(2) **Building Contractor - Class 2**, shall be limited to Type III, IV or V buildings not exceeding three (3) stories and not used for Educational, Institutional or Hazardous occupancies as defined by the building code.

**Documents required:** Provide copy of ICC Class B test on at least 2012 codes or an active Contractors Class B License from one of the following municipalities: Denver, Aurora, Colorado Springs, Pikes Peak, Fort Collins, Park County, or City of Boulder. Supervisor licenses are not accepted.

(3) **Residential Building Contractor - Class 3**, shall be limited to one and two family dwellings and multiple single-family (townhouse) residential structures not exceeding three (3) stories and their accessory structures.

**Documents required:** Provide copy of ICC Class C test on at least 2012 codes or an active Contractors Class C License from one of the following municipalities: Denver, Aurora, Colorado Springs, Pikes Peak, Fort Collins, Park County, or City of Boulder. Supervisor licenses are not accepted.

(4) **Building Contractor - Class 4**, shall be authorized to perform work not otherwise authorized under License classes 1-3 and 5-15. This license shall be required of all subcontractors and trades performing work not authorized by other license classes.

**Documents required:** Provide copies of three active subcontractor type licenses with any three municipalities in Colorado.

(5) **Home Owner Building Contractor - Class 5**, shall be issued to an individual who desires to perform work involving construction, alterations or additions including plumbing and mechanical alterations of a single-family dwelling owned by that individual, in which he/she resides and will reside for a period of one year after project completion. This license shall be required when homeowners complying with the above qualifications are performing work which affects the structural sufficiency of the home, or when work is being performed by individuals/contractors other than the owner under the owners supervision.

(6) **Structure Moving Contractor - Class 6**, shall authorize moving of any and all types of buildings or structures. The requirement for license applies to any person so performing in the city on public rights-of-way regardless of points of beginning and destination of the performance. *(see section 5-42 for insurance and bond requirements)*

**Documents required:** Provide copies of three active subcontractor type licenses with any three municipalities in Colorado.

(7) **Demolition Contractor - Class 7**, shall be authorized to perform demolition or wrecking of any building or structure or portion thereof.

**Documents required:** Provide copies of three active subcontractor type licenses with any three municipalities in Colorado.

(8) **Plumbing Contractor - Class 8**, shall be authorized to do the following: installation of all sanitary plumbing and potable water supply piping and appliances connected thereto, and including gas piping and the complete installation of water heaters, the installation of piping for transmission of chemicals and gases; the installation and removal of backflow prevention devices; the installation of gas ranges, gas dryers and gas refrigerators, steam and hot water heating system, process and industrial piping and related appurtenances which shall include the piping used for the transmission of chemicals and gases, the installation of burners, piping and controls utilizing gas, pipe insulation and low voltage wiring which does **not exceed fifty (50) volts** and when such wiring is not enclosed in a conduit or raceway.

**Documents Required:** Provide copy of State of Colorado Master Plumber and State of Colorado Plumbing Contractor licenses.

(10) **Electrical Contractor- Class 10** - A license is **not** required; however, registration with the City of Wheat Ridge through submission of the approved registration and insurance documents is required. **This form shall not be used for the purposes of registration.** Registration shall authorize the installation of electrical systems, appliances and raceways in accordance with adopted codes and amendments.

**Documents Required:** Provide copy of State of Colorado Master Electrician and State of Colorado Electrical Contractor licenses.

(9) **Mechanical Contractor - Class 9**, shall be authorized to do the following: installation of warm air heating, all ductwork, ventilation and evaporative cooling; the installation of gas piping, burners, venting and controls; and exterior sheet metal; duct isolation; installation of refrigeration systems and appurtenant cooling towers; pipe installation; and low voltage wiring which does **not exceed fifty (50) volts** and when such wiring is not enclosed in a conduit or raceway.

**Documents required:** Provide copy of ICC Mechanical test or an active Contractors License from one of the following municipalities: Denver, Aurora, Colorado Springs, Pikes Peak, Fort Collins, Park County, or City of Boulder. **Supervisor licenses are not accepted.**

(11) **Sign Contractor - Class 11**, shall be authorized to do the following: fabricating, installing, erection or maintenance of all types of signs. For the purpose of this section, marquees shall not be classified as a sign.

**Documents required:** Provide copies of three active sign contractor licenses from any three municipalities in Colorado.

(12) **Fire Protection Contractor - Class 12**, shall be authorized to do the following:

- a. Automatic fire sprinkler systems of all types.
- b. Carbon dioxide systems.
- c. Standpipe systems and appurtenances.

**Documents required:** Provide copies of three active licenses with any three municipalities in Colorado.

(13) **Lawn Sprinkler Contractor - Class 13**, shall be authorized to do the following: installation of underground lawn sprinkler systems, including tapping the existing water service or main. CRS 12-58-102.

**Documents required:** Provide copies of three active licenses with any three municipalities in Colorado.

(14) **Roofing Contractor - Class 14**, shall be authorized to apply roof covering material to all structures.

**Documents required:** Provide copy of ICC National Roofing test or an active Contractors License from one of the following municipalities: Denver, Aurora, Colorado Springs, Pikes Peak, Fort Collins, Park County, or City of Boulder. **Supervisor licenses are not accepted.**

(15) **Electrical Signal Contractor - Class 15**, shall be authorized to do the following: installation of fire detection, fire alarm, burglar alarm, pneumatic control and all signaling or control systems where the electrical voltage does **not exceed fifty (50) volts**. Exception: Authorized and franchised public utility companies.

**Documents required:** Provide copies of three active licenses with any three municipalities in Colorado.

\_\_\_\_\_  
SIGNATURE Date \_\_\_\_\_

\_\_\_\_\_  
PRINTED NAME

APPROVED BY \_\_\_\_\_  
Chief Building Official





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## ***Contractor Waiver for Workers' Compensation Insurance***

I, (print your name), \_\_\_\_\_  
verify that I am the sole owner or partner of (company name):

\_\_\_\_\_,  
which has **no employees and is not required by the State of Colorado to carry workers' compensation insurance.**

**I further state that if I hire contractors/subcontractors, they are in compliance with the State of Colorado Workers' Compensation insurance requirements and have obtained the required contractor's license from the City of Wheat Ridge.**

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

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City of Wheat Ridge Municipal Building 7500 W. 29<sup>th</sup> Ave. Wheat Ridge, CO 80033-8001 P: 303.235.2855 F: 303.237.8929

## BUILDING DIVISION CREDIT CARD AUTHORIZATION FORM

- Please complete this form and email or fax, along with the completed building permit application(s)/contractor license to the Building Division desk: Email to [permits@ci.wheatridge.co.us](mailto:permits@ci.wheatridge.co.us) (for permit applications) or [contractors@ci.wheatridge.co.us](mailto:contractors@ci.wheatridge.co.us) (for contractor license)
- You can also fax to 303-237-8929.
- Please allow up to 24 hours for processing.

DATE: \_\_\_\_\_

PERMIT ADDRESS: \_\_\_\_\_

COMPANY NAME: \_\_\_\_\_

NAME OF CARDHOLDER: \_\_\_\_\_  
(AS IT APPEARS ON CARD)

BILLING ADDRESS: \_\_\_\_\_  
(AS IT APPEARS ON CARD)  
\_\_\_\_\_

CONTACT PHONE: \_\_\_\_\_

METHOD TO RECEIVE PERMIT(S) BACK (fax or email): \_\_\_\_\_

### **CARD INFORMATION:**

CARD NUMBER: \_\_\_\_\_

CARD TYPE: (Circle One)      **VISA**                      **MASTERCARD**

CARD EXPIRATION DATE: \_\_\_\_\_

CVV NUMBER: \_\_\_\_\_  
(3 DIGIT NUMBER ON BACK OF CARD)

I, the applicant for this Credit Card Authorization Form, warrant the truthfulness of the information provided in this application. I further attest that I am legally entitled to authorize the City of Wheat Ridge to process any and all building permit related charges authorized by me or my authorized agent to this card and, through the execution of a Building Permit Application form provided to the City, and by my signature below, do authorize such charges.

ELECTRONIC SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

I understand that checking this box, that I acknowledge that this constitutes a legal signature.