



**Boulder County
Land Use Department
Publications**

Boulder County Contractor License

Land Use Department
Courthouse Annex Building
2045 13th Street
PO Box 471
Boulder, CO 80302

**Building Safety &
Inspection Services:**
Phone: 303-441-3926
Fax: 303-441-4856

Email: EZBP@bouldercounty.org
Website: www.BoulderCountyLandUse.org

Office Hours:

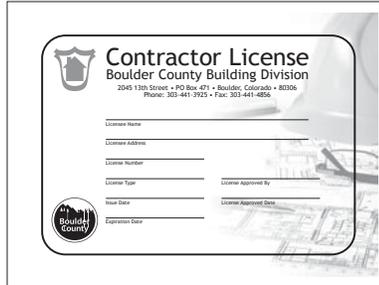
8 a.m.- 4:30 p.m. Mon., Wed., Thurs., Fri.
10 a.m.-4:30 p.m. Tuesday

Building Permits and Licenses can be
applied for and issued until 4 p.m.

Boulder County Contractor License

All contractors working in unincorporated areas of Boulder County are required to obtain a Boulder County Contractors License.

A contractor is anyone who engages in any type of work for compensation for which a building permit is required, directs, or supervises. People who are not considered to be contractors are the property owner, a laborer working under the supervision of a contractor, a person who is performing labor or repair work on their own property, an employee of the property owner who performs full-time maintenance or repair work on the property owner's property, and state-licensed plumbers or electricians.



Property owners who pull their own permits must do all of the work themselves or will be required to provide a list of licensed contractors who will work on the project for them.

Note: Boulder County does not license State-Licensed Plumbers or Electricians.

Requirements for New Licenses and Renewals

The requirements and conditions for issuance of a Boulder County Contractors License include:

1. The submission of a Contractor License application.
2. Provide proof you have passed an appropriate exam within the last 3 years or provide a copy of a valid license issued from an ICC participating jurisdiction.
3. Providing proof of Worker's Compensation and Contractor Liability Insurance.
4. Provide proof of lawful presence for the president/principal of the company (photo ID).
5. Payment of license fee.

Note: You must have all of these required documents at time of application in order to apply for your license. Once your application has been accepted, issuance of the license will take two business days.

You may submit your documents in one of three ways:

1. In person at our office at 2045 13th St. Boulder, CO
2. Email to EZBP@bouldercounty.org
3. Mail to PO Box 471, Boulder, Colorado 80306

License Categories

- **Class A: Exam ID F11** — Permits the licensee to work on and construct all types of buildings.
- **Class B: Exam ID F12** — Permits the licensee to construct and remodel 1 and 2 family dwellings and do interior remodeling and tenant finish on commercial buildings.
- **Class C: Exam ID F13** — Permits the licensee to construct and remodel 1 and 2 family dwellings per the IRC.
- **Commercial Mechanical: Exam ID F29** — Permits contractors to work on buildings subject to the IMC.
- **Residential Mechanical: Exam ID F32** — Permits contractors to work on buildings subject to the IRC.
- **Roofing: Exam ID F14** — Permits the licensee to work on commercial and residential roofs.
- **Class M: No Testing Requirement** — Includes, but is not limited to the following: Solar PV; pools and spas; window replacement; installation of signs; deconstruction; masonry; grading and excavations; re-siding; wood-burning appliances; residential elevator repairs and installations; Ag buildings with non-habitable space that are engineered, one-story with no gas, no electrical, and no plumbing.

ICC Exam Scheduling

If you have not taken the applicable ICC exam within the past 3 years or do not have a valid license with one of the participating ICC jurisdictions listed (at right), you will need to schedule an exam. Contact Pearson VUE at 877-234-6082 to schedule an ICC exam. You will be asked to provide an exam ID and jurisdiction. Please reference the exam ID listing in the License Categories and the jurisdiction as Colorado.

Worker's Compensation Insurance

Proof of Worker's Compensation Insurance is required with Boulder County Building Safety listed as the Certificate Holder in the bottom left hand corner of the Certificate of Liability Insurance Form.

Note: Be sure to have **Boulder County Building Safety** listed as the Certificate Holder, otherwise the certificate cannot be accepted.

The address should read:

Boulder County Building Safety
2045 13th St
Boulder, CO 80302

If there is no Worker's Compensation Insurance because there are no employees, a Rejection of Coverage form for the State of Colorado will need to be filled out and filed with the State of Colorado.

The forms can be found on the State of Colorado's website at: www.coworkforce.com/dwc/FormsDeskAids/InsuranceandCertif.asp or you can obtain the forms in our office. Please be sure to choose and fill out the appropriate form — Corporation, Sole Proprietor, LLC, or Partnership.

The Rejection of Coverage form needs to be submitted to the State of Colorado (their address is listed on the form), not to Boulder County Building Safety and should be filed prior to applying for your license with Boulder County.

Contractor's Liability Insurance

Proof of Contractor Liability insurance, with a minimum of \$600,000 for each occurrence, is also required with Boulder County Building Safety listed as the Certificate Holder in the bottom left corner of the Certificate of Liability Insurance form.

Note: Be sure to have **Boulder County Building Safety** listed as the Certificate Holder, otherwise the certificate cannot be accepted.

The address should read:

Boulder County Building Safety
2045 13th St
Boulder, CO 80302

Proof of Lawful Presence

A valid form of identification will be required of the President/Principal of the company at time of application. Valid forms of identification include: Current Driver's License, State issued Identification card, U.S. Military I.D. card, U.S. Coast Guard Merchant Mariner card, Native American Travel Documents, or such other valid form of ID recognized by the current lawful presence rules of the Colorado Department of Revenue.

Fees

Contractor license fees should be made payable to Boulder County Treasurer. As of May 16, 2016, the fee schedule is as follows:

Class A: \$350	Commercial Mechanical \$200
Class B: \$300	Residential Mechanical \$175
Class C: \$250	Roofing \$150
Class M: \$150	

Note: The Boulder County Contractor License is good for 3 years from the date of issuance.

Participating ICC Jurisdictions

- Arvada
- Aspen
- Brighton
- Castle Rock
- Centennial
- City and County of Denver
- City of Boulder
- City of Canon City
- City of Lakewood
- City of Longmont
- City of North Glenn
- City of Trinidad
- Pikes Peak Regional Building Department
- Commerce City
- Dacono
- Delta
- Englewood
- Glenwood Springs
- Golden
- Grand Junction
- Lakewood
- Larimer County
- Lafayette
- Littleton
- Louisville
- Loveland
- Mesa County
- Pitkin County
- Pueblo
- Sheridan
- Snowmass Village
- Sterling
- Teller County
- Thornton
- Town of Castle Rock
- Westminster
- Wheat Ridge
- Woodland Park