



CONTRACTOR LICENSE APPLICATION

- FEES: License \$50 and Administrative \$25.
- **Fees must be paid online AFTER approval.**
- **LICENSE IS NON-TRANSFERABLE.**
- The license is valid for three years (the year you apply and two years after)
- Upload to your Community Core Account or submit to building@townofseverance.org

TYPE OF LICENSE YOU ARE APPLYING FOR (Check all that apply)
<input type="checkbox"/> Class A Commercial & Residential
<input type="checkbox"/> Class B Residential (Single-Family and Two-Family Construction, Alteration, Decks, Covered Porches (not a complete list))
<input type="checkbox"/> Class B2 Limited Residential (Solar (must include master electrician), Pools or Spas)
<input type="checkbox"/> Class C Trades, (e.g., HVAC, Fire Sprinkler, *Electrical, *Plumbing (*Verified through the State, no fee)
TYPE OF TRADE APPLYING FOR(Please List):
<input type="checkbox"/> Class D Roofing (Commercial and Residential)
<input type="checkbox"/> Class D Roofing (Residential Only)

CONTRACTOR INFORMATION
Business Name:
Physical Address:
Mailing Address:
Primary Contact Name:
Primary Business Phone & Email:



PROOF OF COMPETENCY

Attach a copy of your ICC test, State Master Plumbing or Master Electrical, and State Plumbing or Electrical License cards (**Plumbers and Electricians must also submit a copy of a State-issued ID**). If you don't have an ICC test result, attach a copy of a valid Contractor's License from another jurisdiction (please provide only one).

License Number: _____

Jurisdiction: _____

ACCOUNT ACCESS

List name and email **if using a different email** than the primary email listed. You do not need to list the names if multiple people use the primary email to access your account. (If you need more added, please provide on a separate sheet of paper.)

Name:

Email:

Name:

Email:

Name:

Email:

Please go to [Community Core](#) to create an account (if you don't already have an account) and apply for a contractor's license, or you can email the application and supporting documents to: building@townofseverance.org



SIGNATURES

Applicant Printed Name

Date

Applicant Signature

BUILDING OFFICIAL USE ONLY

Date:

Approved Denied

Building Official Printed Name

Building Official Signature

DISCLOSURE

You are responsible for ensuring all supporting documentation and insurances are always current and in good standing. Stop work orders may be placed on projects you are listed on, and your license can be revoked.



ITEMS TO BE INCLUDED	DESCRIPTION OF ITEMS TO BE INCLUDED
PROOF OF COMPETENCY	<p>Demonstrate competence through passage of an examination administered by the ICC or submittal of proof of current registration, or license of the same, or equivalent license classification, from a governmental entity that requires ICC testing as part of its registration or licensing process (example of ICC approved exam Commercial Roofing - International Code Council, G14 Certification).</p> <p>Contact ICC by visiting the website at https://www.iccsafe.org/ (search credentialing) or by calling 1-888-ICC-SAFE (1-888-422-7233) for testing information.</p>
COPY OF STATE LICENSE	<p>Electricians and Plumbers must provide a copy of their State License, Master License, and Driver's License/State-issued ID.</p>
CERTIFICATE OF INSURANCE FROM AN AGENT OR INSURANCE COMPANY	<p>Certificate of insurance from an agent or insurance company demonstrating that the applicant has workers' compensation insurance in the statutorily required amounts, general commercial or liability insurance with minimum limits of not less than \$100,000.00 each occurrence and \$300,000.00 general aggregate, and automobile liability insurance with minimum combined single limits for bodily injury and property damage of not less than \$300,000.00 for any occurrence.</p> <p>List the Town of Severance, 3 South Timber Ridge Parkway, PO Box 339, Severance, CO 80546, as Certificate Holder. Provide a waiver or affidavit showing you do not have to carry workers' compensation.</p>
CERTIFICATE OF GOOD STANDING	<p>If the applicant is a corporation, evidence that the applicant is in good standing to conduct business within the state</p>