

CITY OF GRAND JUNCTION CONTRACTOR'S LICENSE

PLEASE READ COMPLETELY

REVIEW OF THE APPLICATIONS

Contractor applications will be reviewed weekly on Thursday. Applications must be received no later than **5:00 P.M.** on the Tuesday of the week you wish to have your application reviewed. Only complete applications will be accepted. All others will be returned. **Any payments in check must be made out to Mesa County.**

FINANCIAL STATEMENTS

The financial statement must be current within six (6) months and completed either in ink or typewritten. A net worth of 25% of the amount of license you are applying for must be established through the financial statement. Net worth is based on total assets versus total liabilities. Assets and liabilities should be in the name of the licensee, i.e. Jon Doe (personal assets) or Doe Construction LLC (business assets). In the case of a partnership a personal financial statement is required from each partner.

A company that is incorporated or a LLC may submit a balance sheet (**not a profit and loss or income statement**) if it is current within six months. Please write or type across the front of the form provided SEE ATTACHED.

REFERENCES AND OFFICERS/MANAGERS/MEMBERS

The applicant must provide business references for the license. If it is a business/company all members/managers/or primary officers must be listed.

CONSUMER/CREDIT REPORT

All individual and partnership applications will require a consumer/credit report that includes a summary of accounts and total debt be submitted (in the case of a partnership one for each partner). There shall be no unpaid judgments, collections, or liens. If so, the application will be denied. If denied on the initial review the City of Grand Junction Municipal Code provides for some alternative provisions for approval.

It shall be the responsibility of the applicant to provide a **Consumer/Credit Report** dated no more than 45 days prior to the date of application submittal from one of the following reporting agencies:

- Experian (<http://www.experian.com>)
- TransUnion (<http://www.transunion.com>)
- Equifax (<http://www.equifax.com>)

This report will need to contain all public records, collections, trades or accounts and history. If you have no established credit you are required to still provide the results of your credit report.

The application shall not be accepted without said report.

APPLICATION FEE

A **NON-REFUNDABLE** fee of \$10.00 shall accompany the application. Application will not be accepted without this fee. We **will not** accept the license fee until the application has been approved and the license is ready for issue.

CERTIFICATE OF GOOD STANDING/CERTIFICATE OF TRADE NAME

A current certificate of good standing and certificate of trade name (if applicable) from the Colorado Secretary of State must accompany the application. Out of State Contractors must be registered as a Foreign Entity with a Registered Agent in the State of Colorado.

GENERAL CONTRACTOR'S TEST

PROOF OF SUCESSFUL TESTING MUST BE PROVIDED BY THE APPLICANT OVER THE 2018 OR NEWER INTERNATIONAL BUILDING CODES WITH ALL NEW APPLICATIONS. The proof of testing **MUST** display the code edition that testing covered. A test report will be given to you at the time of testing or the Official test results will be mailed to you from ICC. Use the link below for more information on testing. The Exam ID numbers for the Combination License are (Code Cycle)11 or (Code Cycle)12, for the Residential License the Exam ID number is (Code Cycle)13. There is no jurisdiction code for Mesa County.

HVAC CONTRACTORS

HVAC Contractors are required to provide proof of successful testing over the 2018 or newer International Mechanical Code. Using same contact information listed above ask for Exam ID (Code Cycle)29.

TESTING INFORMATION

To arrange ICC testing call Pearson View at 1-877-234-6082. Code Books can be purchased at local book stores or online from the International Code Council at www.iccsafe.org. Mesa County does not proctor the testing for the ICC testing.

LICENSE FEES

License fees are due at the time of license issuance; **do not send the license fee with the application fee.** The amount of the license fee is on the application opposite of the amount for which you are applying for. The fees are based on a calendar year and the applicant will be charged the full amount regardless of the time of year the license is issued.

INSURANCE REQUIREMENTS

Every Contractor granted a license shall be required to maintain at all times, Colorado employee's liability (workers compensation) insurance. Certificates of insurance for worker's compensation showing the policy number, name or names of the company writing said insurance, the effective date of each policy, expiration date of each policy, together with a statement and copy of an endorsement placed on each policy or policies requiring a 10 day notice in writing by registered mail to Mesa County Building Department in the event of cancellation of the policy or policies for any reason shall be submitted. If the company **producing** the Workers Compensation policy is from outside of the state of Colorado a review from the Grand Junction City Attorney's office is required. Contact the City Attorney's office at 970-244-1508 for further information. As per the 2007 Colorado Worker's Compensation Act if there are members/managers/officers that are excluded or rejecting worker's compensation it is required for the insurance provider to confirm that the rejection is on file. This can be noted on the COI. The names of those individuals rejecting coverage must be provided by the insurer, either on the COI or on letterhead. The Certificate Holder shall be made out to:

**City of Grand Junction
c/o Mesa County Building Department
Department 5005
PO Box 20,000
Grand Junction CO 81502**

As per the 2007 Colorado Worker's Compensation Act , if a company has no employees other than the officer/members/managers and will not be obtaining Worker's Comp insurance, a Rejection of Worker's Comp is required to be filed with the Colorado Department of Labor and Employment, Division of Worker's Compensation either via mail or through their online form located at <https://dowc.cdle.state.co.us/CDLE.WC.CoverageRejectionEntryForm/page1>. The rejection must be filed under the license name. Once the rejection of Worker's Comp is verified the Waiver of Workers Compensation may be signed at the Building Department. All individuals listed on the application as sole proprietor, partner(s), or member(s) will need to come in and sign the waiver. If officer or manager managed only one officer or manager is required to sign.

For further questions regarding the Rejection of Worker's compensation requirement you may reach out directly to the Colorado Department of Labor and Employment, Division of Worker's Compensation at (303) 318-8000.

RENEWAL OF LICENSES

License renewal notices are mailed out by the Mesa County Building Department during January of each year. The license renewals are due and payable by January 31. Issuance is subject to the filing of current certificates workers compensation.

LICENSE UPGRADES/CHANGES

The upgrading of licenses requires the submission of a new application and financial statement. The \$10.00 application fee will be required. If the application is approved the fee due shall be the difference of the two licenses. All other changes please call for information.

VOIDED APPLICATIONS AND LICENSES

Approved applications will be valid for 90 days from the date of review. If the license has not been issued in that time frame it will be destroyed and a new application with supporting documentation will be required to be submitted.

Application Fee Paid _____

CITY OF GRAND JUNCTION CONTRACTOR'S LICENSE APPLICATION

*****COMPLETE APPLICATION IN ITS ENTIRITY TO PREVENT DELAYS IN PROCESSING*****

I/We herewith make application for a Contractor's License understanding that the limit checked is a per job figure. The application being made is for a:

- _____ New License
- _____ Upgrade to an existing license
- _____ Transfer of current testing

LICENSE TYPE:

- _____ Combination General Contractor 2018 (G) or newer ICC Code Test 11 or 12 required
- _____ Residential General Contractor 2018 (G) or newer ICC Code Test 13 required
- _____ HVAC Specialty 2018 (G) or newer ICC Code Test 29 required
- _____ Specialty Contractor (no testing required) – Trade _____

PER JOB VALUE – This is the maximum amount of any one job to be accepted in the calendar year. Must provide financials for a minimum of 25% of requested limit

_____ UNLIMITED.....	\$125.00
_____ NOT TO EXCEED \$750,000.....	\$100.00
_____ NOT TO EXCEED \$250,000.....	\$85.00
_____ NOT TO EXCEED \$150,000 GENERAL ONLY	\$75.00
_____ NOT TO EXCEED \$100,000 SPECIALTY ONLY	\$75.00
_____ NOT TO EXCEED \$75,000 GENERAL ONLY	\$60.00
_____ NOT TO EXCEED \$50,000 SPECIALTY ONLY	\$60.00
_____ NOT TO EXCEED \$25,000.....	\$50.00
_____ NOT TO EXCEED \$10,000.....	\$25.00

IF APPLYING AS A PARTNERSHIP LIST INFORMATION FOR EACH PARTNER
If applying as a Corporation or LLC Social Security Numbers not required

INDIVIDUAL/PARTNER NAME _____

SOCIAL SECURITY NUMBER _____ PHONE NUMBER _____

HOME ADDRESS _____

ADDITIONAL PARTNER INFORMATION _____

FIRM NAME _____

PRIMARY CONTACT NAME _____ PHONE NUMBER _____

BUSINESS ADDRESS _____

EMAIL ADDRESS _____

1. Is your business private, partnership, LLC, or corporation? _____

2. How long have you been in the construction business? _____

3. Do you have a job pending in the city limits? _____ If so where _____

State the amount of the contract _____

4. Average construction volume per year \$ _____

5. Have you ever defaulted on a contract? _____
6. Have you ever been involved in a lien suit? _____
7. Have you ever filed for bankruptcy? _____ If so, state when and where _____
8. Is the person listed on the application legally authorized to sign for the company? _____
9. Have you read the International Code? _____ IBC or IRC _____
10. Do you understand if the license is granted workers compensation is required if you have any employees? _____

NOTE

Proof of Workers Compensation is not required to be provided until your license application has been reviewed and approved. If the Workers Compensation Carrier is from outside of the State of Colorado, the City Attorney must verify your Workers Compensation. You may contact that office at 970-244-1508. This must be completed prior to license issuance.

A licensed contractor is responsible for all construction they may contract to build in the City of Grand Junction, including inspections. Building permits must be obtained through the Mesa County Building Department before any work can be started. All jobs must be inspected by the Building Department as required by the International Building Code. A General Contractor is responsible for all work done on a project, including that work subcontracted out to other contractors. This includes, but is not limited to, all plumbing, electrical, and HVAC work.

I or (we) certify we have read the requirements of the City of Grand Junction Contractor license and all foregoing statements are true.

Date Signature/Title

Date Signature/Title

REFERENCES

Name _____ Business _____ Phone _____
 Name _____ Business _____ Phone _____
 Name _____ Business _____ Phone _____

OFFICER/MEMBERS/MANAGERS

Name _____ Title _____
 Name _____ Title _____
 Name _____ Title _____
 Name _____ Title _____

REQUIRED TO SUBMIT WITH THIS APPLICATION:

_____ Application Fee (\$10)

_____ Certificate of Good Standing, Colorado Secretary of State

_____ Proof of Testing for General or HVAC contractor licenses

_____ Financial Statement / Balance Sheet

_____ Consumer Report(s) **if applying as an individual or partnership**