



CONTRACTOR LICENSE

INFORMATION AND FORMS



This information packet is intended to provide you with all of the information and forms required to become a Licensed Contractor in the City of Thornton. If, after having reviewed this information, you have any questions please do not hesitate to call us. We are here to assist you in the successful completion of your projects.

Applicability

The City of Thornton requires all contractors involved in the construction, alteration, remodeling, repairing or equipping of buildings or other structures; or performing in the installation of underground utilities or construction of roads and streets in the City and on all City-owned water, sewer and storm drainage facilities, to be licensed as a contractor. Homeowners doing work on their personal private residence are not considered contractors and are not required to obtain a contractor license.

Classification

Applicants for Class A General, Class B Building, Class C Residential, Class D Mechanical and Class D Roofing License are required to provide proof that they are qualified to perform the work under that License Class. The City currently accepts a current valid contractor license from a reciprocating jurisdiction or a Contractor License Certification from the International Code Council for the currently adopted code. *(For more information on ICC Contractor Certification go to [Contractor/Trades Exams - ICC \(iccsafe.org\)](http://Contractor/Trades Exams - ICC (iccsafe.org))).* Please see the attached Contractor License Table for the requirements of each License and the Contractor License Reciprocating Jurisdiction Table for a list of jurisdictions that we reciprocate with.

Plumbing and Electrical Contractors are required to provide us with a copy of their current valid State of Colorado Contractor's License and their Master's License.

Manufactured Home Installers are required to provide their State of Colorado Manufactured Home Installers License.

Applicants with out of State Contractor License are reviewed on a case by case basis.

Sole Proprietors

Contractors who are sole proprietors of their business are required to fill out and submit an Affidavit of Eligibility form and provide an approved form of identification in accordance with CRS 24-34-107. Please see Attachment A Secure and Verifiable Documents for a list of approved Identification. Sole proprietors are required to apply for the license in person. We do not accept online, mailed, faxed or e-mailed applications from sole proprietors.

Insurance

The City of Thornton requires the following insurance information be provided: Insurance Company Name (General Liability), Policy Number and Policy Expiration Date. We do not require a certificate. Enter the information in the application.

Expiration

Contractor Licenses are valid for one (1) year from the issue date and are renewable any time within one year of expiration. Electrical Contractor Registration is valid for two (2) years. Should the license or registration not be renewed within one year of expiration you will be required to provide information as required for a new license.

Permission Form

The enclosed Sub-Contractor Permission Form is required for the plumbing, electrical and mechanical contractors working under a general contractor. This form authorizes the general contractor to list you as a sub-contractor on a specific project. A new form is required for each new project unless you choose to list the general contractor on your license as authorized to place you on permit applications. The Sub-Contractor Permission Form is not required to obtain a license.

Fees and Application

Contractor License fees are as listed on the attached Contractor Table. Fees are the same for new licenses and renewed licenses. Contractor license applications are accepted at the Building Permit counter or can be done online through the portal. The only exception to this is for **sole proprietors** who are required to appear in person to apply for a license in accordance with CRS 24-34-107. A Contractor License can be applied for and paid for online at: Online Contractor License Application.

Responsibilities

Under the provisions of Thornton City Code Section 10-121 a holder of a contractor license has the following responsibilities:

1. Provide minimum safety measures and equipment to protect workers and the public in general as prescribed by the Building Code.
2. Observe any other City, County or State ordinance or statute prescribing measures for the safety of workers and of the public.
3. Present license cards when requested by the Chief Building Official.
4. Obtain a building permit when a building permit is required.
5. Construct faithfully, without substantial departure from or disregard of, drawings and specifications when such drawings and specifications have been filed and approved by the Building Inspection Division and a permit has been issued for such, unless such changes are approved by the Building Inspection Division.
6. Complete all work authorized on the permit issued under the authority of the Building Code, unless good cause is proven.
7. Obtain inspection services when the inspection services are required by the Building Code.
8. Pay any fee assessed under the authority of the Building Code.
9. Obey any order issued under the authority of the Building Code.
10. Provide honest and factual information on all applications for permits.

Contact Information:

City of Thornton
Building Inspection Division
9500 Civic Center Drive
Thornton, CO 80229

Phone: 303-538-7250
Fax: 303-538-7650
E-Mail: buildings@thorntonco.gov
Website: www.thorntonco.gov

Contractor License Table

Class	Fee	Requirements	Allowed to Perform
A General Contractor	\$200	Valid license with reciprocating jurisdiction or ICC W11 or F11 National Standard General Building Contractor (A)	Unlimited
B Building Contractor	\$150	Valid license with reciprocating jurisdiction or ICC W12 or F12 National Standard Building Contractor (B)	Unlimited, except for Type I Construction, and limited to three stories in height
C Residential Contractor	\$100	Valid license with reciprocating jurisdiction or ICC W13 or F13 National Standard Residential Building Contractor (C)	Residential
D Specialty	\$75	No Requirements	Specialty Contractor
D Manufactured Home Installer	\$75	Valid State of Colorado Certified Installer	Manufactured Home Installation
D Plumbing	\$75	Must hold a valid State of Colorado Plumbing Contractor and Master Plumber License	Plumbing and Gas Piping Installation
D Electrical Registration	No Fee	Must hold a valid State of Colorado Electrical Contractor and Master Electrician License	Electrical Installation
D Mechanical	\$75	Valid license with a reciprocating jurisdiction or ICC W29 or F29 National Standard Master Mechanical	Unlimited Mechanical Installation excludes water heaters
D Roofing	\$75	Valid license with a reciprocating jurisdiction or ICC W14 or F14 National Standard Roofing Contractor/Subcontractor	Roofing and Reroofing of structures

Contractor License Reciprocating Jurisdictions¹

Jurisdiction	Class A	Class B	Class C	Class D Mechanical	Class D Roofing
Arvada	X	X	X	X	X
Aurora	X	X	X	X	X
Boulder	X	X	X	X	
Centennial	X	X	X		
Commerce City	X	X	X	X	X
Denver	X	X	X	X	
Englewood	X	X	X	X	
Fort Collins	X	X	X	X	X
Littleton	X	X	X	X	X
Longmont	X	X	X	X	
Loveland	X	X	X	X	X
Grand Junction	X	X	X	X	X
Park County	X	X	X		
Pikes Peak Regional (Colo. Springs)	X	X	X	X	X
Sterling	X	X	X		
Wheat Ridge	X	X	X	X	X

¹ See below for more information on reciprocal license

Required ICC Test

W11 National Standard General Building Contractor (A)	2012 Code	Class A License
W12 National Standard Building Contractor (B)	2012 Code	Class B License
W13 National Standard Residential Building Contractor (C)	2012 Code	Class C License
W29 National Standard Master Mechanical	2012 Code	Class D Mechanical
W14 National Standard Roofing Contractor/Subcontractor	2012 Code	Class D Roofing

F11 National Standard General Building Contractor (A)	2015 Code	Class A License
F12 National Standard Building Contractor (B)	2015 Code	Class B License
F13 National Standard Residential Building Contractor (C)	2015 Code	Class C License
F29 National Standard Master Mechanical	2015 Code	Class D Mechanical
F14 National Standard Roofing Contractor/Subcontractor	2015 Code	Class D Roofing

Some Examples of Reciprocal Licensing for the City of Thornton

Thornton Class A General Contractor License

Denver License	General Building Contractor A
Arvada License	Class I-B Builder's Unlimited
Aurora License	Class A
Fort Collins License	Class A or Class B
ICC Test	W11/F11 National Standard General Building Contractor (A)

Thornton Class B Building Contractor License

Denver License	Building Contractor B
Arvada License	Class II-B Builder's Unlimited
Aurora License	Class B
Fort Collins License	Class C1
ICC Test	W12/F12 National Standard Building Contractor (B)

Thornton Class C Residential Contractor License

Denver License	Residential Building Contractor C
Arvada License	Class III-B Builder's License
Aurora License	Class C
Fort Collins License	Class C2 or D1
ICC Test	W13/F13 National Standard Residential Building Contractor (C)

Thornton Class D Mechanical Contractor License

Denver License	Mechanical Contractor Class A
Arvada License	Class VII-M Mechanical License
Aurora License	Mechanical Systems Contractor License
Fort Collins License	HVAC (C, R, RR & Refrigeration)
Longmont	Class M, Mechanical
Boulder	Class A, Mechanical
ICC Test	W29/F29 National Standard Master Mechanical

Thornton Class D Roofing Contractor License

Arvada License	Class IX-R Builder's Roofing License
Aurora License	Roofing D-2
Fort Collins License	Roofing (Conventional or Plus)
ICC Test	W14/F14 National Standard Roofing Contractor/Subcontractor

* For information on ICC Contractor License Certification go to [Contractor/Trades Exams - ICC \(iccsafe.org\)](http://Contractor/Trades Exams - ICC (iccsafe.org)).



SUB-CONTRACTOR PERMISSION FORM

I, _____, authorized representative for _____,
print your name sub-contractor company name
contractor #LCC _____, hereby give permission for _____
General Contractor for the project or homeowner name

to list me or my company as a Sub-Contractor on the following project:

Project Name: _____ Permit No: _____

Project Address: _____

Scope of Work: _____

Signature _____ Date _____

(For Commercial Projects Only)

COMMERCIAL PROJECT BID STATEMENT

Company Name: _____ Phone: _____

Contact Person: _____ Phone: _____

E-Mail Address: _____

PROJECT BID AMOUNT: \$ _____

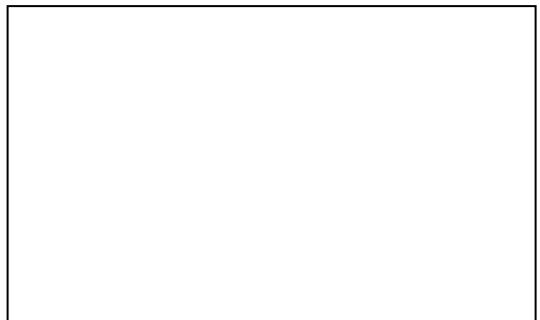
Signature: _____ Date: _____

Notary only required for bid statement

State of _____ County of _____
Signed and sworn/affirmed before me on _____ 20__
by _____.

(Notary's official signature)

(Commission Expiration)



NOTARY STAMP/SEAL

IMPORTANT INFORMATION

Starting January 1, 2007, pursuant to H.B. 06S-1009, C.R.S24-34-107, only persons lawfully present in the United States will be issued a license. Therefore, **ALL** applicants for original licensure or licensees renewing a current Colorado license **after January 1, 2007** are required to complete and sign the following Affidavit of Eligibility, and may also be required to provide valid identification when requested.

AFFIDAVIT OF ELIGIBILITY

Section A: LAWFUL PRESENCE in the United States

I, (please print your full name) _____, swear or affirm under penalty of perjury under the laws of the State of Colorado that (check 1, 2, or 3 below):

1. I am a US citizen.
 2. I am not a US citizen but am lawfully present in the US as evidenced by one of the following, (check a, b, or c):
 - a. I am a qualified alien as defined in 8 U.S.C. sec 1641.
 - b. I am a nonimmigrant under the "Immigration and Nationality Act", Federal Public Law 82-414 as amended.
 - c. I am an alien who is paroled into the US under 8 U.S.C. sec.1182 (d) (5).
 3. I am a foreign national not physically present in the US under 8 U.S.C. sec 1621 (c) (2) (c) or employed in the US pursuant to 8 U.S.C. 1621 (c) (2) (a).
- Complete documentation must be provided upon request.

Section B: Secure and Verifiable Document. All areas in this section must be completed.

1. Please refer to attachment A (on the reverse of this form) for a list of acceptable secure and verifiable documents and enter the documentation you have _____.
2. Please enter the name of the state or federal agency name where this was issued _____.
3. What is the document number _____?
4. What is the expiration date _____?

Section C: Attestation.

- I understand that this sworn statement is required by law because I have applied for or hold a professional or commercial license regulated by 8 U.S.C. sec. 1621. I understand that state law requires me to provide proof that I am lawfully present in the United States when asked as well as submission of a secure and verifiable document. I may also be required to provide proof of lawful presence.
- I understand that in accordance with sections 1808-503 and 18-8-501(2)(a)(I), C.R.S., false Statements made herein are punishable by law. I state under penalty of perjury in the second degree, as defined in 18-8-503, C.R.S. that the above statements are true and correct.
- I am the person identified above and that the information contained herein is true and correct to the best of my knowledge. I understand that under Colorado law, providing false information is grounds for denial, suspension or revocation of a license, certificate, registration or permit.
- I understand that the above information must be disclosed to the Department of Regulatory Agencies upon request and is subject to verification.

Signature

Date

Colorado License No. and Type(if already licensed): _____

Attachment A

Secure and Verifiable Documents

- Any Colorado Driver License, Colorado Driver Permit or Colorado Identification Card, expired less than one year. (Temporary paper license with invalid Colorado Driver License, Colorado Driver Permit, or Colorado Identification Card, expired less than one year is considered acceptable.)
- Out –of-state issued photo Driver’s License or photo identification card, photo drivers permit expired less than one year.
- Valid foreign passport with I-94 or valid Processed For 1551 stamps.
- Valid I-94 issued by Canadian government with L1 or R1 status and a valid Canadian driver’s license or valid Canadian identification card.
- Valid 1551 Resident Alien/Permanent Resident card. NO border crosser or USA B1/B2 Visa/BCC cards.
- Valid 1688 Temporary Resident Card, 1688B and 1766 Employment Authorization Card.
- Valid US Military ID (active duty, dependent, retired, reserve and National Guard).
- Tribal Identification Card with intact photo (US or Canadian).
- Certificate of Naturalization with intact photo.
- Certificate of (US) Citizenship with intact photo.