



CONTRACTOR LICENSE

INFORMATION AND FORMS



This information packet is intended to provide you with all 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 the following link: <https://www.iccsafe.org/certification-exam-catalog/>.* 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.

Insurance

Effective February 13, 2023, insurance information is no longer a requirement when applying for a new license or renewing a current license.

Expiration

Contractor Licenses are valid for one (1) year from the issue date and are renewable within 30 days of expiration and up to one (1) year from 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 online through the portal. There are no exceptions.

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
E-Mail: buildings@thorntonco.gov
Website: www.thorntonco.gov

Permission Form

The attached 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. The top half permission form is required for residential AND commercial projects. The bid statement section of the document is a requirement for all commercial projects and must be notarized and uploaded into the permit or can be emailed to buildings@thorntonco.gov. The Sub-Contractor Permission Form is not required to obtain a license.

Fees and Application

Contractor License fees are as listed on the Contractor Table below. Fees are the same for new licenses and renewed licenses. Contractor license applications are done only online through the CityView portal. <https://cityviewportal.thorntonco.gov/>.

Contractor License Table

Class	Fee	Allowed to Perform
Class A General Contractor	\$200.00	Unlimited Construction
Class B Building Contractor	\$150.00	Unlimited, except for Type I Construction, and Limited to three stories in height
Class C Residential Contractor	\$100.00	Residential
Class D Specialty Licenses	\$ 75.00	

Boiler

Deck/Patio Cover

Demolition/Mitigation

Drywall

Electrical (state and master licenses required) – NO FEE

Excavation/Grading

Fencing

Fire Systems

Framing

Gas Piping

Landscape/Irrigation

Manufactures Home (state license required)

Masonry

Mechanical (ICC or reciprocal license required)

Plumbing (state and master licenses required)

Plumbing/Mechanical (ICC or reciprocal AND state and master licenses required)

Pool/Spa

Roofing (ICC or reciprocal license required)

Roofing/Siding

Siding

Sign

Steel Erector

Water Conditioning

Window/Door

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	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
Jefferson County	X	X	X	X	X
Littleton	X	X	X	X	X
Longmont	X	X	X	X	
Louisville	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

Accepted ICC Test

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

G11 National Standard General Building Contractor (A)	2018 Code	Class A License
G12 National Standard Building Contractor (B)	2018 Code	Class B License
G13 National Standard Residential Building Contractor (C)	2018 Code	Class C License
G29 National Standard Master Mechanical	2018 Code	Class D Mechanical
G14 National Standard Roofing Contractor/Subcontractor	2018 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	F11/G11 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	F12/G12 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	F13/G13 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	F29/G29 National Standard Master Mechanical

Thornton Class D Roofing Contractor License

Arvada License	Class IX-R Builder's Roofing License
Aurora License	Roofing D-2
Boulder City License	General D-2 Roofing
Fort Collins License	Roofing (Conventional or Plus)
ICC Test	F14/G14 National Standard Roofing Contractor/Subcontractor

* For information on ICC Contractor License Certification, follow this link: <https://www.iccsafe.org/certification-exam-catalog/> .



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