

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.

FINANCIAL STATEMENTS

A net worth of 25% of the amount of license you are applying for must be established through the financial statement. Unlimited license will be based off of the \$750,000 financial level.

The financial statement must be current within six (6) months and completed either in ink or typewritten. A company that is incorporated or a LLC may submit their own statement, 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. Please list the corporate officers, directors or members on the rear of the form and attach it to the company's statement.

CREDIT CHECKS

All individual and partnership applications will require a consumer report 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 Code of Ordinances for the City of Grand Junction provides for some alternative provisions for approval.

It shall be the responsibility of the applicant to provide a Consumer 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>).

Only a Consumer Report shall be accepted. 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.

*****MAKE CHECKS PAYABLE TO MESA COUNTY*****

CERTIFICATE OF GOOD STANDING

A current certificate of good standing 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 SUCCESSFUL TESTING MUST BE PROVIDED BY THE APPLICANT OVER THE 2012 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. Official notice from another testing agency may be accepted upon investigation as to the contents of the test. Use the link below for more information on

testing. The Exam ID numbers for the Combination License are W11 or W12, for the Residential License the Exam ID number is W13. There is no jurisdiction code for Mesa County.

HVAC CONTRACTORS

As of January 1, 2010 HVAC Contractors are required to provide proof of successful testing over the 2012 or newer International Mechanical Code. Using same contact information listed above ask for Exam ID W29.

TESTING INFORMATION

To make arrangements for testing call 1-877-234-6082. Code Books can be purchased at local book stores or online from the International Code Council at www.iccsafe.org.

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 (January thru December), 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.

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**

If the company producing Workers Compensation 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.

If a company has no employees other than the officer/members/managers a 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.

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.

LICENSE TYPE:

- _____ Combination General Contractor (W11 or W12 required)
- _____ Residential General Contractor (W13 required)
- _____ HVAC Specialty (W29 required)
- _____ Specialty Contractor (no testing required) – Trade _____

PER JOB VALUE – 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 _____

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 970-244-1503.
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 _____

INCLUDED WITH THIS APPLICATION:

- _____ Application Fee (\$10)
- _____ Certificate of Good Standing, Colorado Secretary of State
- _____ Consumer Report(s) if applying as an individual or partnership
- _____ Proof of Testing for General or HVAC contractor licenses
- _____ Financial Statement / Balance Sheet
- _____ List of Members / Managers / Officers

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