



FOR ASSISTANCE VIEWING OR READING ANY CITY DOCUMENTS,

contact the City's ADA Coordinator via email adacoordinator@fortcollins.gov or phone: 970-416-4254.

[A Request for Reasonable Accommodation](#)
can also be completed online.

For more information about the City's Non-Discrimination policy and Accessibility efforts, visit FortCollins.gov/Non-Discrimination.





Planning and Development Services
Contractor Licensing
 281 N. College Ave., Fort Collins, CO 80524
 contractor_licensing@fortcollins.gov
 970.224.6165

Exempt Registration Application Checklist

Incomplete application packets will not be accepted

Business Name _____ Date _____

Registration Holder _____

- New Registration
- Renewal of registration
- Reinstatement (Past 60-day grace period)
- Business Name Change

Please follow the corresponding column below

New	Renewal	Reinstatement	Business Name Change	Required Items – Incomplete application packets will not be accepted
				Application – Completed, signed and dated – Must be wet signed or digitally verified signature. Signatures by other than applicant(s) are not accepted.
				Picture ID – Must be current – Driver’s License, United States Passport or Federal Work Permit – Must be a readable copy
				Employee Affidavit – Must be signed by applicant and notarized
				Employee list – Provide list of all on-site personnel
				Contractor list – Provide list of all contractors the company has been hired to do work for within the City of Fort Collins
				Construction Waste and Recycling Management Contractor Declaration of Responsibility – Must be initialed and signed
				General Liability and Workers’ Compensation Insurance <ul style="list-style-type: none"> Proof of current general liability coverage (\$1,000,000/person; \$2,000,000/accident; \$2,000,000 property/damage; \$2,000,000 general aggregate) Proof of current workers' compensation insurance (if you have on-site employees) Certificate holder - Must list: City of Fort Collins, 281 N. College Ave., Ft. Collins CO, 80524
			N/A	Fees <ul style="list-style-type: none"> \$200



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Exempt Specialized Trade Contractor Registration

New Registration

Business Name Change

Renewal

Reinstatement

• Registration # _____

(If expired more than 60 days)

Office Use Only
Issue Date: _____
Exp. Date: _____
Registration # _____
CL: _____

Business Name _____

Applicant and registration contact _____

Mailing Address _____

Office# _____ **Mobile#** _____ **Fax#** _____

E-Mail Address _____

This Exempt Specialized Trade Contractor is:

- An Individual
- A Crew of Independent Contractors (Requires a direct subcontract with each individual and an Exempt Specialized Contractor Registration application form from each individual)
- Partners (Requires proof of partnership arrangement)
- Company with employees - # of field employees _____

Trade Registration desired – Check only one box per application

- Awnings Demolition Fireplace Appliances Gas Piping HVAC-C HVAC-R
- HVAC-RR Roofing (Pitched only) Roofing+ (Flat) Refrigeration Signs
- Solar Energy (Water or Photovoltaic) Wood Frame Construction **Fire Sprinkler Systems
- **Flammable Fuel Facilities **Fire Alarm Systems Wireless Telecommunication Systems (WTS)

**Requires Poudre Fire Authority approval

Name of person seeking to be the exempt contractor *[print]* _____

Signature _____ Date _____

Office Use Only
\$200 registration fee received _____ Yes _____ No _____ Date _____ Staff _____
Authorized Signature _____ Date approved _____



Employee Affidavit

I _____ as License Holder for _____
_____(Company Name), City of Fort Collins License No. _____
(Leave blank if new)

hereby declare and attest to the following selected items:

Must select Yes or No

- No employees - The company does not have payroll employees that will be working on a job site(s) within the City of Fort Collins.

OR

- Yes, employees – The company does employ regulated payroll trade employees.
I understand that an employee is defined as a person who is supervised by the license and supervisor certificate holder(s) and is eligible under Colorado’s worker’s compensation law, is personally paid an hourly wage or salary and is not paid through a contract or paid to a company name.

AND (required)

- I understand that paying or exchanging in-kind trade to any party to perform work who is not considered an “employee” by the above definition, or any party who is not considered an exempt specialized trade subcontractor constitutes a violation of the Code of the City of Fort Collins, if such party is not in possession of their own Fort Collins license.

I understand that failure to comply with any of the above conditions, or the submittal of inaccurate information, may result in revocation of the above-referenced license, revocation of any permits associated with the above license, and forfeiture of any fees that have been collected.

This form must be accurately completed and notarized upon submission.

Applicant signature, must be signed not typed

Notary Section

STATE OF _____)

COUNTY OF _____)

The foregoing Affidavit was acknowledged before me this _____ day of _____,

By (applicant’s printed name)_____

Witness my hand and official seal.

My Commission expires:

Seal

Notary Public

Construction Site RECYCLING

Who Must Comply?

- ALL new construction projects
- ALL demolitions (except non-structural demos under 1,000 sq.ft.)
- ALL remodels and additions (over 2,500 sq.ft.)

What Materials Need to be Recycled?

Materials that MUST be recycled:

- Asphalt, concrete and masonry
- Metal
- Wood (untreated)
- Cardboard



How to Comply:

1. **START:** Submit the Declaration of Responsibility with the building permit application. This ensures that the regulations are understood and will be communicated to all employees working on the project.
2. **DURING:** Separate all required recyclables and track all material removed from the site. Keep all records verifying type of material, weight or volume, and facility it was deposited at.
3. **END:** Submit the Construction Waste Management Report online and upload all records to verify materials and trash deposits. This is required to close out the permit and obtain the Certificate of Occupancy or Letter of Completion.

Still Have Questions?

Go to website by clicking the QR code
or: fcgov.com/recycling/ConstructionDebris

Call Code Compliance at:
970-416-2350

Email Environmental Compliance:
environmentalcompliance@fcgov.com



24-2759

Sitio de construcción RECICLAJE

¿Quiénes deben cumplir?

- **TODOS** los proyectos de construcción nuevos
- **TODAS** las demoliciones (excepto las demoliciones no estructurales de menos de 1,000 pies cuadrados)
- **TODAS** las remodelaciones y ampliaciones (de más de 2,500 pies cuadrados)

¿Qué materiales necesitan reciclarse?

Materiales que DEBEN reciclarse:

- Asfalto, concreto y mampostería
- Metal
- Madera (sin tratar)
- Cartón



Cómo cumplir:

1. **COMIENZO:** Presente la Declaración de responsabilidad junto con la solicitud del permiso de construcción. Esto garantiza que las regulaciones se comprendan y se comuniquen a todos los empleados que trabajan en el proyecto.
2. **DURANTE:** Separe todos los materiales reciclables necesarios y realice un seguimiento de todo el material retirado del sitio. Mantenga todos los registros que verifiquen el tipo de material, peso o volumen y la instalación en la que fue depositado.
3. **FINAL:** Envíe el Informe de gestión de residuos de construcción en línea y cargue todos los registros para verificar los depósitos de materiales y basura. Esto es necesario para cerrar el permiso y obtener el Certificado de ocupación o la Carta de finalización.

¿Aún tiene preguntas?

Visite el sitio web haciendo clic en el código
QR o en: fcgov.com/recycling/ConstructionDebris

Llame al Código de cumplimiento al:
970-416-2350

Envíe un correo electrónico a Cumplimiento
Medioambiental en:

environmentalcompliance@fcgov.com





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**Construction Waste and Recycling Management
 Contractor Declaration of Responsibility**

Business Name: _____

License Holder: _____

The City of Fort Collins building codes require that contractors recycle discarded materials on qualifying projects. Recycling is required on all new construction, remodels and renovations over 2,500 sq ft (after April 1, 2026, the threshold will drop to 1,500 sq ft), and demolitions that are structural and/or over 1,000 sq ft.

Please initial the following items;

_____ I understand that all concrete/aggregates, wood, metal, and cardboard that are removed from qualifying projects or jobsites must be disposed of in an appropriate recycle facility.

_____ I understand that it is my company's responsibility to hire waste and recycling haulers that are licensed by the City of Fort Collins, and that they follow the recycling requirements.

_____ All employees or subcontractors working for me and my company will be trained to follow the recycling regulations.

_____ I understand that all landfill, recycle facility and/or waste hauler statements verifying weights or volumes of materials and disposal locations will be submitted with the final Construction Waste Management Report to close the permit. (the CWMR may be found on the website at fortcollins.gov in the Building Permits webpages under specific permit applications.)

_____ I understand that failure to meet these Code requirements on any qualifying project may result in loss of the Contractor License, and/or citations with fines.

_____ I understand that failure to meet these Code requirements on any qualifying project may delay the issuance of a Certificate of Occupancy or Letter of Completion.

_____ Date: _____
 Applicant Signature

Title: _____ Phone: _____

Company: _____ Email: _____