



FOR ASSISTANCE VIEWING OR READING ANY CITY DOCUMENTS,

please call 970-221-6515 (V/TDD: Dial 711 for Relay Colorado) for assistance or 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.





Specialized Trade Licensing Application Checklist

Incomplete application packets will not be accepted

Business Name _____ Date _____

License and Supervisor Certificate Holder _____

- New License and/or Supervisor Certificate
- Renewal
- 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, must receive and ID for all applicants
				Employee Affidavit – Must be wet signed or a digitally verified signature by applicant and notarized
	N/A		N/A	Exam – ICC National Standard 2018 Code Year or Newer <ul style="list-style-type: none"> • Gas Piping– G33, HVAC(C), (R), (RR) – G29, Roofing – G14, Framing – F46, Solar – NABCEP • Fire Sprinkler Systems: State of Colorado Fire Suppression Systems Contractor certificate. • Fire Alarm Systems: NICET – Minimum Level II
				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
				Construction Waste and Recycling Management Contractor Declaration of Responsibility – Must be initialed and signed
	N/A	N/A	N/A	Project Verifications (3 total) – Must include form, copy of permit and copy of final passing inspection, Certificate of Occupancy or Letter of Completion <ul style="list-style-type: none"> • Must be verified and signed by other than applicant, supervisor certificate holder, or anyone affiliated with the applicant’s current company • Must be wet signed or digitally verified signature
			N/A	Fees <ul style="list-style-type: none"> • \$300 – New license and supervisor certificate or reinstatements, includes \$75 non-refundable application fee – 2-year term • \$225 – Renewal of both license and supervisor certificate – 2-year term • \$275 – New license holder only – includes \$75 non-refundable application fee – 2-year term • \$100 – New supervisor certificate holder – includes \$75 non-refundable application fee – 2-year term • \$200 – Renewal of license holder only – 2-year term • \$25 – Renewal of supervisor certificate only – 2-year term



Exam Requirements

- Most licenses require passing an ICC or Certification exam.
- Exam results must be from the most recent or current code year. Certifications must be current (non-expired).
- Exams are administered by Pearson Vue.

International Code Council (ICC) Exam Information

An ICC Exam or specialty certificate is required in order to obtain a Supervisor Certificate for all General Contractor licensing categories and many of the Specialized Trade Contractor licensing categories.

The 2024 ICC codes were adopted along with City Amendments in December of 2025. Applicants for licenses that require an exam must provide documentation of a passed ICC (International Code Council) administered exam from an approved Pearson Vue testing center (unless an exam is not required to obtain a supervisor certificate for that class of license). See below for exam requirements. A list of approved ICC testing centers is available from the [ICC website](#).

Required exams:

General Contractor Class A, Class A-DR, Class B and Class B-DR:

- ICC National Standard Building Contractor A Exam G11, over the 2018 IBC; and the Concrete Manual: Concrete Quality and Field Practices 2021 IBC and ACI 318-19

General Contractor Class C1, Class C1-DR, Class C2, Class C2-DR and Class E:

- ICC National Standard Building Contractor B Exam G12, over the 2018 IBC/2018 IRC; and the Concrete Manual: Concrete Quality and Field Practices 2021 IBC and ACI 318-19.
- *The ICC National Standard Building Contractor A Exam G11, would also be accepted for the license categories noted above.*

General Contractor Class D1, Class D2, Class D-DR, Class ER & Class MM (Residential Only Licenses):

- ICC National Standard Building Contractor C Exam G13, over the 2018 IRC

Specialized Trade Contractor Licenses:

- **Gas Piping:** ICC National Standard Master Gas Pipe Fitter Exam G33; based on the 2018 International Fuel Gas Code (IFGC).
- **HVAC(C), HVAC(R), HVAC(RR) and HVAC Refrigeration:** ICC National Standard Master Mechanical Exam G29, based on the 2018 International Fuel Gas Code (IFGC) and the 2018 International Mechanical Code (IMC).
- **Roofing and Roofing +(Plus):** ICC National Standard Roofing Contractor/Subcontractor Exam G14, based on the 2018 International Building Code (IBC), the 2018 International Residential Code, and 2018 International Plumbing Code (IPC).
- **Framing:** ICC National Standard Framing Contractor F46, over the 2015 IBC and 2015 IRC
- **Solar:** The City of Fort Collins specialized trade Solar Energy exam requirements will be met once the applicant is certified as a NABCEP certified installation professional. Visit NABCEP at [here](#).
- **Fire Sprinkler Systems:** State of Colorado Fire Suppression Systems Contractor certificate.
- **Fire Alarm Systems:** NICET – Minimum Level II

No exams are required for the following specialized trade contractor licenses:

- Awnings Demolition Wireless Telecommunication Systems (WTS)
- Fireplace Appliance Signs
- Flammable Fuel Facilities (requires Poudre Fire Authority approval)



Specialized Trade Contractor Application

(Incomplete application packets will not be accepted)

Office Use Only
Issue Date:
Exp. Date:
License #
Cert.#
CL:

- New License and/or Supervisors Certificate
Business Name Change
Renewal (if any personnel changes, check new application)
Reinstatement (if expired more than 60 days)
License #
Certificate #

Business Name

License Holder (Applicant)

Supervisor Certificate Holder (Applicant)
(if different than license holder)

Mailing Address

Office# Mobile# Fax#

E-Mail Address

Specialized Trade license desired - Check one box only 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

Credential Category

- License & Supervisor Certificate
License Only Supervisor Certificate Only

I have read and agree to abide by the requirements contained in the contractor packet. I understand that providing any incorrect or misleading information is grounds for denial of the license requested with no refund of any fees paid and that incomplete applications or project forms will not be accepted. Further, I understand that achieving a passing score on a specific examination does not guarantee approval for a particular license or certificate class without required documentation of experience.

Name of person(s) applying for credential(s) [print]

Signature Date

Signature Date

Office Use Only

\$75 application fee received _____ Yes _____ No Date _____ Staff Initials _____

\$200 license fee received _____ Yes _____ No Date _____ Staff Initials _____

\$25 certificate fee received _____ Yes _____ No Date _____ Staff Initials _____

Applicant approved for _____ License _____

Authorized Signature _____ Date _____

Applicant approved for _____ Certificate

Comments: _____

Applicant **NOT** approved for License/Cert.:

Authorized Signature _____ Date _____

Comments: _____



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 supervisor certificate holder and is eligible under Colorado's workers' 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





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

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: _____



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CONTRACTOR LICENSING PROJECT VERIFICATION

This verification form is used to provide proof of experience for the supervisor certificate by demonstrating that the person served as the primary on-site project supervisor or performed the work under their own supervision.

STEP 1: Name

This section must be completed by the individual applying for a Supervisor's Certificate.

Applicant Information

Name _____ Company _____

Qualifying Project Information

Address (project address) _____ Date Completed _____

Documentation - Must attach copies of each

REQUIRED: Permit # _____ ATTACH ONE: Final Inspection Certificate of Occupancy

STEP 2: Verification

This section must be completed by an individual other than the applicant and who is not affiliated with the applicant or applicant's business in the referenced project. No suppliers.

Verifier Information

Name _____ Company _____

Phone _____ Email _____

VERIFIER'S ROLE (select one) Homeowner Business Owner Contractor Other _____

Qualifying Project Verification

Describe the Project. Include a detailed description of the work completed by the applicant. Use additional sheet if necessary.

Project Value. Calculated by combining the Building Cost, Labor, Materials and Profit. _____

BUILDING TYPE Commercial Residential SQUARE FEET _____ STORIES _____

APPLICANTS ROLE (select one) On-site (supervisor) Off-site Do not know this person Other _____

STEP 3: Certification (To be completed by verifier)

By signing below, I certify all information contained in this Project Verification is true and correct to the best of my knowledge, and I further understand that failure to provide true and correct information may lead to denial of application, license being suspended or license revocation.

Print Name _____ Signature _____

Office use only - below

Reviewed By _____ Date _____ License Class _____



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