



Teller County Community Development Services
P. O. Box 1886, Woodland Park, CO 80866
(719) 687-3048 Fax (719) 687-5256
www.co.teller.co.us

REGISTERED MANUFACTURED, FACTORY BUILT, & MOBILE HOME INSTALLER CLASS – MI LICENSE

This registration shall entitle the holder to only contractor for, install, and set manufactured, factory built, and mobile homes on the foundation as installation is defined by C.R.S. 24-32-3101 et seq.

◇ *Please see the Requirements for a **Class-C-2 License** if you will be acting as the General Contractor for any Manufactured, Factory Built, or Mobile Homes.*◇

MINIMUM REQUIREMENTS (REFER TO THE TELLER COUNTY BUILDING CODE):

- Copy of current and each renewal of the State of Colorado Division of Housing Manufactured Housing Installation Program Registered Installer Certificate.
Colorado Division of Housing: (303) 866-2033; 1313 Sherman St., Denver, Co. 80203
 - Copy of the examinee's current driver's license or other photo I.D. with signature
 - Current copy of Colorado trade / business name registration, good standing certificate, or other proof of legal entity dated within the last **2** years
 - Application fee of \$25.00 (For all License Reactivation Requirements, see Article II Section 106 of the Teller County Building Code)
 - Annual Registration fee of \$50.00
 - Proof of Insurance: \$300,000 / \$600,000 public liability & \$100,000 property damage*
 - Workman's Compensation OR waiver if there are NO employees*
- *All policies must contain a **completed Description of Operations (i.e. Manufactured Installer)**, and all insurance certificates must list Teller County Building Department as the Certificate Holder to be valid.
- Testing is not required**

TRADE NAME / PROOF OF LEGAL ENTITY:

A trade/business name registration or legal entity (LLC, Inc., Corp., Company, etc) is required for anyone utilizing a business name. This requirement is to prevent the issuance of several licenses with the same name and/or similar names. Example: Colorado Homes, Colorado Homes, Inc., and to prevent the abuse of a company's name. Name registrations must be filed with the State of Colorado to authorize work in Colorado, and they must be dated by the registering entity within the last two years.

Acceptable forms of a legal entity include: A Certificate of Good Standing from the State of Colorado, Certificate from the Secretary of State, Department of Revenue filings, Articles of Incorporation, and the Internal Revenue Service (IRS) filings.

Colorado Secretary of State
1700 Broadway, Ste 200
Denver, Co. 80290
(303) 894-2200
www.sos.state.co.us

The only time that a trade name is **not** required is when the person uses only their name as the business/license name. The license would be issued as – Example: Rodgers, Glen. No other words such as Construction, Contracting, Building, Builder, etc. can be added to the business name.