



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

GENERAL CONTRACTOR CLASS – C LICENSE

This license shall entitle the holder to contract for construction, alteration and repair of R-3 and U occupancies of two stories and less.

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

- Three (3) letters of reference – Follow Section 102.h of the Teller County Building Code
 - Two (2) Financial Documents – See Section 102.f of the Teller County Building Code
 - 1 Document being a letter of good standing from a Bank and
 - 1 Document being a letter of good standing from a Major Building Material Supplier
 - 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 \$125.00
 - 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. Residential General Contractor)**, and all insurance certificates must list Teller County Building Department as the Certificate Holder to be valid.
- Testing is required unless the examinee holds an equivalent license in El Paso County/Pikes Peak Regional Building Department, or an I.C.C. Contractor Certification. A copy of the current License/Certification is required. (Testing is for the 2009 I.R.C. and Teller County Building Code)
 - The applicant is **required** to appear before the Teller County Board of Review and the applicant must also meet the experience requirement as stated in Section 104.a of the Teller County Building Code.

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.

TESTING, if applicable:

Tests are given at The Teller County Building Department, 540 Manor Court, Woodland Park. Tests are 4 hour open-book exams. The test for a Class C Contractor is on the Teller County Building Code and the 2009 International Residential Code. The Teller County Building Code is available for \$10.00 at the Building Department and is also available on our website at www.co.teller.co.us.

EXEMPTION FROM TESTING – see Article II, Section 102.e. of the Teller County Building Code

The testing requirement will be waived if the examinee or contractor for whom the examinee is the examinee **holds a NON CONDITIONAL and / or limited license** which is equal to the license under consideration issued by the Pikes Peak Regional Building Department or holds an **equivalent current certification** to the license under consideration from the International Code Council (ICC).

LETTERS OF REFERENCE – see Article II, Section 102.h. of the Teller County Building Code

Upon making application for license the examinee shall provide three **(3) letters of reference** on the examinee's experience from minimum of two **(2) different projects**. These letters shall come from a combination of **architects, engineers, building owners**, etc. who are qualified to comment on the examinee's experience and be **dated within 36 months** of the date of application. Letters shall reference the **examinee by name** and comment on the skills and abilities of the examinee on projects equivalent to or better than the License being applied for, along with sufficient information of the particular project being referenced. Form letters and letters by partners, relatives, or sub-contractors are **not** acceptable.

FINANCIAL RESPONSIBILITY – see Article II, Section 102.f. of the Teller County Building Code

The applicant for all licenses or registrations shall furnish evidence of his/her financial responsibility and solvency at the applicant's own expense. Acceptable forms for proof of financial responsibility include letters supplied **by a bank and a major creditor**. The statements must reflect the applicant's financial history within the last year. Any license or registration may be denied if the Board of Review finds that the applicant is not reasonably financially responsible to undertake the kind and scope of contracts, which are authorized by the particular license or registration being requested.