



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](http://www.co.teller.co.us)

## **SINGLE TRADE CLASS –D LICENSE**

This license shall authorize the holder to contract for, or obtain permits and inspections for one trade such as, but not limited to, those listed below. Such license may include only one trade and an additional license is required for an additional trade. Each Class “D” license shall be required an examinee. Licenses: Framing, Lath/Stucco/Plaster, Roofing, Concrete placement, Masonry, Elevator, Demolition, Drywall, Sign, Insulation, Irrigation system installer, Fire Systems: Sprinklers, Alarms, and Detectors, Grease Hood Suppression system.

**(One trade only:** This license limits the licensee to contract for work only in the single trade and its related trades designated on the license. **Wrecking:** This license shall be issued to wrecking contractors and shall entitle the holder thereof to deal also in second-hand building materials. No wrecking shall be done, except by a licensed wrecking contractor, except that a licensed general contractor may wreck minor buildings or remove portions of buildings where such wrecking is a portion of a program of alteration or remodeling. This contractor shall show proof of inclusion of the X, C, and U provisions of his/her liability insurance policy prior to the issuance of each permit. **Landscape irrigation systems:** This license shall be issued to Irrigation system contractors or landscape contractors who install irrigation systems. They shall be permitted to do plumbing work necessary for the installation of their equipment to the source of water supply directly and shall not perform other work requiring licensing elsewhere in this section without holding the applicable license to do that work.)

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

- Three (3) letters of reference – Follow Section 102.h of the Teller County Building Code
- 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 per License
- 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. Framer, Roofer, etc.)**, 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](http://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.

## **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.