



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)

## HEATING – B CONTRACTOR CLASS – HB LICENSE

This license shall authorize the holder to contract for and obtain permits and inspections for the residential installation, alterations, replacements, and repairs of: heating and air-conditioning systems, new or altered ductwork or systems, boiler heating systems, ventilation and exhaust systems, gas or solid fuel fireplaces, or other residential appliances.

### **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 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 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 (Mechanical Class-B) / Pikes Peak Regional Building Department or an equivalent I.C.C. Certification. A copy of the current El Paso license is 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.

## **TESTING, if applicable:**

Tests are given at The Teller County Building Department, 540 Manor Court, Woodland Park. Tests are 2 hour open-book exams. The heating tests are on the Teller County Building Code, 2009 International Mechanical Code and the 2009 International Fuel and Gas 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](http://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.