

How to Apply for Contractor Licenses

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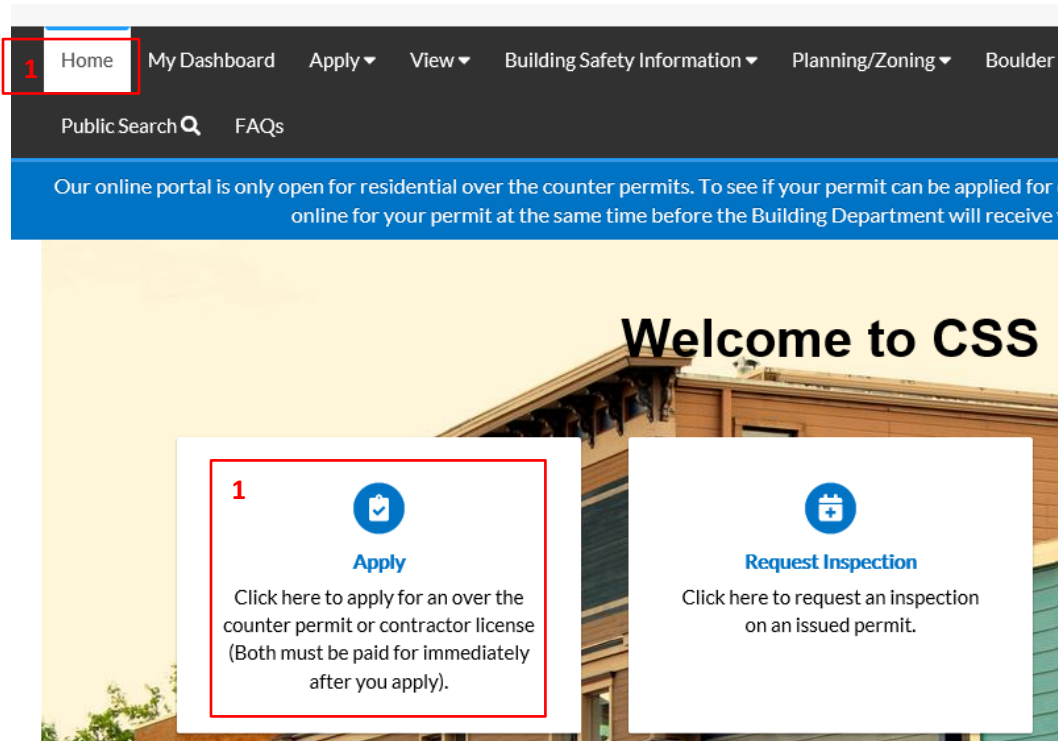
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Information to Know

1. You must have a login to apply for a license
2. If you are unsure which license type to choose, see below:
 - a. General Building Class A: Any commercial or residential work
 - b. General Building Class B: Limited commercial work including new, additions, and tenant finishes of buildings under 5,000 sq f. Any residential work.
 - c. General Building Class C: Any residential work: New, additions, and remodels
 - d. General Building Class D: All exterior work such as
 - i. Excavating, decks, pergolas, fences, roofing, windows, siding, concrete, masonry, elevators, and signs
 - e. Mechanical: Mechanical/HVAC work only
 - f. Plumbing: Plumbing work only
 - g. Electrical: Electrical work only
 - h. Mechanical/Plumbing: Mechanical AND plumbing work only
 - i. Electrical/Mechanical/Plumbing: Electrical, mechanical, AND plumbing work
 - j. Solar: Solar work only
 - i. To apply for solar permits, someone on the permit must have a solar license
3. Please note that when you go through the application process, the Company contact type's email is receiving all emails in regards to the license.
4. The licensing fee for contractor licenses must be paid immediately after an application has been submitted in order for the Building Department to review the application.

Ways to Apply for Licenses

Home – Apply



1. Click on the Apply tile under Home

[All](#) [Trending](#) [My History](#) **2** [LICENSES](#) [PERMITS](#)

› Show Categories

Re-Roof

Apply

Category Name:
Minor Permit

Description:
A complete or partial re-roof

General Building Contractor: Class D

Apply

Category Name:
General Building

Description:
Examples of Work: Excavating, decks, pergolas, fences, roofing, windows, siding, concrete, masonry, elevators, and signs.

A/C, Furnace/Boiler, Water Heater

Apply

Category Name:
MEP - Single Trade

Application Assistant

Search for application names and keywords



[All](#) [Trending](#) [My History](#) **LICENSES** [PERMITS](#)

› Show Categories

3 Electrical Contractor

Apply

Category Name:
Electrical

Description:
An electrical contractor only.

General Building Contractor: Class A

Apply

Category Name:
General Building

Description:
Unlimited construction.

General Building Contractor: Class B

Apply

Category Name:
General Building

2. Click on the Licenses header
3. Click Apply on the license you want

Apply – Licenses

The screenshot shows the website's navigation bar with the following items: Home, My Dashboard, Public Search, **Apply** (highlighted with a red box and a red '1'), and View. Below the navigation bar are links for Boulder County Property Search, Public Records Request, and FAQs.

The main content area is divided into two columns: PERMITS and LICENSES. The PERMITS column lists: A/C, Furnace/Boiler, Water Heater; Sewer/Water Repair; Minor Plumbing; Minor Mechanical; Minor Electrical; and All (7). The LICENSES column lists: Electrical Contractor; General Building Contractor: Class A; General Building Contractor: Class B; General Building Contractor: Class C; General Building Contractor: Class D; and **1 All (11)** (highlighted with a red box).

1. By clicking All under Apply, you will be taken to a screen that lists all the license types.

Application Assistant

Search for application names and keywords



All

Trending

My History

LICENSES

PERMITS

[> Show Categories](#)

2 Electrical Contractor

Apply

Category Name:
Electrical

Description:
An electrical contractor only.

General Building Contractor: Class A

Apply

Category Name:
General Building

Description:
Unlimited construction.

General Building Contractor: Class B

Apply

Category Name:
General Building

2. Click Apply on the license you want

License Application Breakdown

Locations

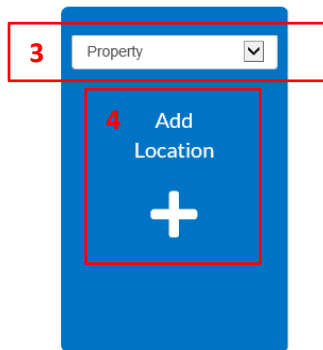
Apply for License - Electrical Contractor

*REQUIRED



LOCATIONS

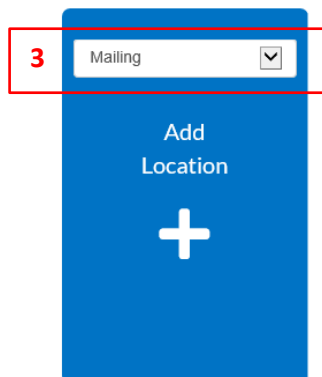
1 ****IF YOU DO NOT NEED TO ADD ANOTHER MAILING ADDRESS THAT IS DIFFERENT THAN WHAT IS ON YOUR ACCOUNT, BYPASS THIS SECTION AND CLICK NEXT.**** If adding another address, please click the arrow button and change the default from "Property" to "Mailing." Then click on "Add Location." The search function is for any addresses within the City of Louisville. If your mailing address is outside of Louisville, please click on "Enter Manually." Note: If you don't see the manual entry option, it's because your arrow button says Property, not Mailing. If you have any questions about this, please see our user guide "How to Apply for your Contractor License" or call us at 303-335-4584 or email at building@louisvilleco.gov.



Save Draft

Next

1. This locations section is only if you need to add another mailing address that is different from the address you listed on your CSS account. If it is not different, just bypass this step and click Next.
 - a. Most often, users bypass adding another location and just click Next.
2. If you would like to add another mailing address, see steps 3-9.



3. Before adding the location, you must first change the drop down option from Property to Mailing
 - a. This location address is for your mailing address for your company. That is why the drop down must be changed to Mailing before you add the location.
4. Once the drop down says Mailing, click Add Location

[◀ Back to Application](#)

Add Location

Address Parcel

Add Address As

Address Information

5. This page defaults to the search function. Using the search bar is only for Louisville addresses. In the Search bar, enter the property address and click on the magnifying glass.
 - b. You do not have to enter any pre or post directionals (N, S, E or W) or street types (St, Pkwy, etc.) in the search bar in order to find the address.
 - c. If you are not finding the address or you are looking for unit numbers and no results are populating, please contact the Building Department.
6. If your company's address is not within Louisville, please click Enter Manually
7. If you are not seeing the option Enter Manually, that is because your drop down says Property. Please change it to Mailing and then you will be able to manually enter in your company address.

Address Parcel

Add Address As Mailing

Search Enter Manually 8

Enter Manually

8

Country Type	US
Enter Address	Search Addresses
* Street Number or PO Box	749
Pre Direction	
* Street Name	Main St
Post Direction	
* City	Louisville
State	CO
* Postal Code	80027
County	

Submit 9

8. Enter your mailing address as seen above
9. Click Submit

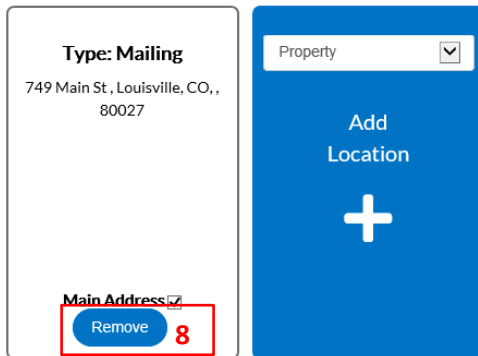
Apply for License - General Building Contractor: Class C

*REQUIRED



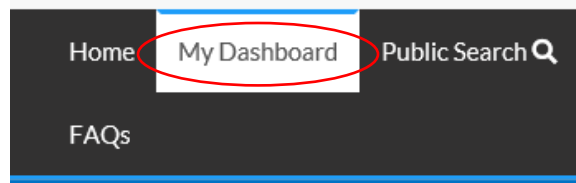
LOCATIONS

This section is for adding your mailing address. Please click the arrow button and change the default from "Property" to "Mailing." Then click on "Add Location." The search function is for any addresses within the City of Louisville. If your mailing address is outside of Louisville, please click on "Enter Manually." Note: If you don't see the manual entry option, it's because your arrow button says Property, not Mailing. If you have any questions about this, please see our user guide "How to Apply for your Contractor License" or call us at 303-335-4584 or email at building@louisvilleco.gov.

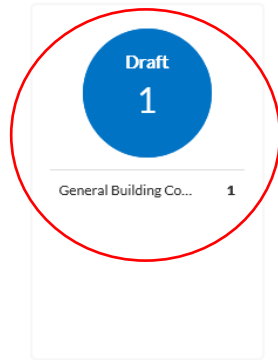


Save Draft Next

- 10. If you need to remove the address you just added, click Remove
- 11. If you are ready to move to the next step, click Next
 - d. At any point during the application process, you can click Save Draft and resume the application at a later time. You will find your Drafts here:



My Licenses



A license card for "General Building Co..." is shown. It features a blue circular icon with the word "Draft" and the number "1" inside. The card is highlighted with a red circle. Below the icon, the text "General Building Co..." is followed by a small number "1".

[View My Licenses](#)

Type

Apply for License - General Building Contractor: Class C

*REQUIRED



LICENSE DETAILS

Please note that the License Holder will default to whoever is logged into CSS. If you wish to have a different license holder name, please login with the appropriate individual. You can leave the description box blank.

* License Type

Description

License Holder

[Back](#)

[Save Draft](#)

[Next](#) **1**

1. No description is needed for the application. You can go ahead and click Next.

Contacts

Apply for License - Electrical Contractor

REQUIRED



CONTACTS

The Building Department only requires the Business Name contact type. This contact type will default to whoever is logged into CSS.



Back

Save Draft

Next

1. Your login information defaults as the Company contact type. You can go ahead and click Next.

More Info

1 MORE INFO

If you mark yes for the city tax license field, please note that you must provide the Building Department with a copy of the license in the next section "Attachments."
 If you have any questions about the fields below, please contact us at 303-335-4584 or email at building@louisvilleco.gov. ****FOR RENEWALS ONLY: You will be able to read the legal text you are electronically signing for on the Review and Submit page.****

Licensing Info [Next Section](#) | [Top](#) | [Main Menu](#)

*ICC Test Holder Name
 ICC Test Holder Name is required.

*ICC Test Number
 ICC Test Number is required.

*Do you have a city tax license?

City Tax License #

2 Legal Agreement [Previous Section](#) | [Top](#) | [Main Menu](#)

In the Louisville Municipal Code Chapter 5.12, the City requires that all contractors working on construction projects obtain a City of Louisville contractor's license. LMC 5.12.090 states, "A contractor shall be responsible for all work included in his contract whether or not such work is done by him directly or by a subcontractor. A contractor shall be responsible for all funds or property received by him for prosecution, for completion of a specific contract, or for a specific purpose." It is also the responsibility of whomever is acting as the general contractor to assure the city that all subcontractors doing labor for pay on a project have current licenses with the state and the City of Louisville and follow the city and building codes. As the acting general contractor, you must accept responsibility to notify the Building Safety Department of any change in any subcontractors record and will take full responsibility for all work being done by the subcontractors. In addition, as states in the Louisville Municipal Code Chapter 5.12, "The city does not require proof of insurance. By signing the contractor's license application, the applicant is stating that they will maintain general liability insurance as will the subcontractors they hire."

To the best of my knowledge, all information given through this license application is correct and by signing and dating below, I understand and will abide by the statements above.

*Electronic Signature of Owner or Authorized Agent:
 Electronic Signature of Owner or Authorized Agent: is required.

*Date:

Date: is required.

1. The More Info section is for you to be more specific about your license based on information the Building Department is interested in knowing. Fields can be:
 - a. Required – Fields highlighted in red
 - b. Automatically Completed – This saves the applicant time through the application process for items that are most often the answer. If what is filled out is not accurate for your project, please change the information.

- c. Non-Required Fields – You do not have to fill these out, but the Building Department encourages all applicants to complete as many fields in order to know as much information as possible for your license.
2. For all license applications, the applicant is required to read the legal agreement and give an electronic signature.
3. If you are ready to move to the next step, click Next

Attachments

Apply for License - General Building Contractor: Class C

*REQUIRED



Attachments

If you marked yes for the city tax license field, you can upload your tax certificate by clicking on the "City Tax License Certificate" drop down option and then clicking "Add Attachment." Please note that the Building Department does not require you to submit your General Liability Insurance.

The screenshot shows the 'Attachments' section. On the left, there is a blue card titled 'ICC Test Results' with an 'Add Attachment' button. A red box highlights the button, and a red box below it contains the text '1 REQUIRED'. Below the button, it lists supported file types: pdf, jpg, png, jpeg, tiff, doc, docx, xls, xlsx, csv. On the right, there is another blue card titled 'City Tax License Certificate' with a dropdown menu. Below it is another 'Add Attachment' button with a plus sign and the same supported file types list. At the bottom, there are 'Back', 'Save Draft', and 'Next' buttons.

The screenshot shows the 'Attachments' section after an upload. On the left, there is a card for the uploaded file '2019 ICC.pdf' with a size of 296.41 KB. A red box highlights the 'Remove' button. On the right, there is a blue card titled 'City Tax License Certificate' with a dropdown menu. A red box highlights the dropdown menu. Below it is an 'Add Attachment' button with a plus sign and the same supported file types list. At the bottom, there are 'Back', 'Save Draft', and 'Next' buttons. The 'Next' button is highlighted with a red box and contains the number 3.

1. This section is for attaching any documents needed for the license application. You will see what is required and what type of document is needed based on the document type listed.
2. Once you have uploaded the required documents, you will be able to remove them if needed or you can click on the drop down option to add more attachments.
3. If you are ready to move to the next step, click Next

Review and Submit



Submit

1

Locations

Mailing 749 Main St , Louisville, CO., 80027

Basic Info

Type General Building Contractor: Class C
Description
Applied Date 08/15/2019
License Holder Liz Schettler

Contacts

Business Name Liz Schettler
 Liz Schettler (TEST)
 749 Main St , Louisville, CO., 80027

More Info

Licensing Info

ICC Test Holder Name Liz Schettler
ICC Test Type C
ICC Test Number ICNON01234
Do you have a city tax license? No
City Tax License #

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Legal Agreement

[Previous Section](#) | [Top](#) | [Main Menu](#)

I have read and fully understand that I must maintain general liability insurance as well as the subcontractors that I hire while working within the City of Louisville. To the best of my knowledge all information given through this license application is correct.

By signing and dating below, I understand and will abide by the statement above

Electronic Signature of Owner or Authorized Agent: Liz Schettler
Date: 08/15/2019

Attachments

ICC Test Results 2019 ICC.pdf


Back

Save Draft

Submit

2

1. This review page will show you all the fields you've completed and give you an overview of the information you are submitting for your license application. If there is any information you would like to change, click Back.
2. If you are ready to submit your application, click Submit

3  **Your license was successfully created!**

YOU MUST PAY FOR YOUR LICENSE BEFORE YOUR APPLICATION IS SUBMITTED TO THE BUILDING DEPARTMENT. Please note that it can take 3-5 business days to process your license. You will receive an email once your license has been issued to you. Thank you.

5 [Continue to license](#)

Fees

\$100.00

[View Details](#) **4** [Add to Cart](#)

[Back](#)

Shopping Cart

Total \$75.00

[Check Out](#)

Invoice: 00012114	Description: NONE
Due Date: 08/15/2019	Billing Contact: Schettler, Liz

Case Number	Project	Case Address	Amount Due
LSVL-002358-2019			\$75.00

\$75.00

[Remove](#)

[Top](#) | [Main Menu](#)

Total \$75.00

4 [Check Out](#)

5 License Number: LSVL-002358-2019

6 Add to Cart

- License cannot be printed at this time. License has unpaid fees.
- License cannot be printed at this time. License has not been issued.

[License Details](#) | [Tab Elements](#) | [Main Menu](#)

License Details

License Holder:	Liz Schettler	License Type:	General Building Contractor: Class C
Applied Date:	08/15/2019	Period Start Date:	
District:	Louisville	Expiration Date:	
Status:	Applied - Online	Last Renewal Date:	

[Locations](#)

[Fees](#)

[Inspections](#)

[Attachments](#)

[Contacts](#)

[Holds](#)

[More Info](#)

- Please read the message displayed once you have clicked Submit for your application. You will be required to pay your licensing fee once you have submitted your application.
 - Electrical licenses have no licensing fee so you will not be required to pay any fees after your submittal.
- Because you are required to pay your licensing fee at the time of application submittal, click Add to Cart and then Check Out to pay your fee.
 - Electrical licenses fees will say \$0.00 because there is no licensing fee.
- If you would like to go to the license that you just applied for, click Continue to license.
 - If you would like to know how to view your license, please see our user guide [How to View your Contractor License](#).
- You can also pay your fee when viewing the license by clicking Add to Cart.