



Proudly Serving Rural Routt County * City of Steamboat Springs * Town of Hayden * Town of Oak Creek * Town of Yampa * Routt County School Districts

Routt County Building Department Contractor and Registration Form

All Contractors must complete the attached registration form in its entirety and include attachments of all required applicable items requested below when registering through the CityView portals. The last section of this document contains a link to the portal registration process with links and instructions. Contractors cannot apply for or obtain Permits in Routt County until the application form has been completed, submitted, reviewed, and approved by the Building Department.

Please review all required Items below; all applicable items shall be included and submitted back to us electronically through the CityView portals. Our staff will email you confirmation upon completing the review of your documents once they are approved. We will then provide you further information and assistance if needed on how to complete the linking of your user and business accounts.

Contractors Checklist of Required Items to be Completed and Reviewed:

- **Contractor Fillable Application Form:** Please complete the fillable electronic contractor application page attached to this document.
- **Residential Contractors:** Provide a copy of either the Residential Contractor BEST TEST Card or a copy of the ICC Contractor Certificate for Exam F13 National Standard Residential Building Contractor (C).
Work Classification: Contractors performing work as the Permit Applicant on residential buildings/structures permitted under the International Residential Building Code must provide a copy of a Certificate listed above.
- **Light Commercial Contractors:** Provide a copy of either the Light Commercial Contractor BEST TEST Card or a copy of the ICC Contractors Certificate for Exam F12 National Standard Building Contractor (B).
Work Classification: Contractors performing work as the Permit Applicant on commercial buildings/structures under the International Building Code must provide a copy of a Certificate listed above. Light Commercial Contractor Certification will allow you to perform work on all commercial buildings, which are Construction Type III, IV, and V buildings. Light Commercial Contractors are allowed to perform alteration/repair work only on Construction Type I and II buildings. Light Commercial Contractor Certification also allows you to perform all work under the International Residential Building Code.

Routt County Regional Building Department

136 6th Street, Ste 201, Steamboat Springs, CO 80487 PH: 970-870-5566 Fax 970-870-5489 Email: Building@co.routt.co.us

- **Unlimited Commercial Contractors:** Provide a copy of either the Unlimited Commercial Contractor BEST TEST Card or a copy of the ICC Contractor Certificate for Exam F11 National Standard General Building contractor (A). This Certification allows you to perform work as a Permit Applicant on any Building or Structure in the International Building Code and International Residential Building Code.
NOTE: The Project Manager who will be on-site managing the work on all new construction or additions on buildings that are Type I or II Construction shall hold the required Certificate in their name.
- **Roofing Contractors:** Provide a copy of either the Roofing Contractor BEST TEST Card or a copy of the ICC Contractors Certificate for Exam F14 National Standard Roofing Contractor. This certification allows you to perform roofing work on all buildings and structures with no limitations.
- **Mechanical Contractors:** Provide a copy of either the Mechanical Contractors BEST TEST Card or a copy of the ICC Contractors Certificate for Exam W29 National Standard Master Mechanical. This certification allows you to perform HVAC and Fuel Gas work on all buildings and structures with no limitations.
- **Plumbing Contractors:** Plumbers will need to provide a copy of their Colorado Master and Contractor Plumbing License.
- **Electrical Contractors:** Electricians will need to provide a copy of their Colorado Master and Contractor Electrical License.
- **Manufactured Home Installers:** Installers of manufactured homes will need to provide a copy of their installer’s registration from the Colorado Division of Housing.
- **Colorado State Licensed Architects/Engineers:** Professionals may be a Permit Applicant and take full responsibility for project management of any Residential or Commercial Building Project and are Exempt from taking any exams and obtaining contractor certifications above. All Engineers or Architects must then carry the Required General Liability Insurance Coverage, or list a Contractor of Record on the Permit Application who then must provide a copy of the General Liability Insurance Coverage and proof of Contractor Certification requirements as well.

NOTE: Commercial Projects for TYPE I and II Construction under the Unlimited Commercial Contractor Certification, would require the Engineer/Architect to be on-site daily acting as the project superintendent to be the Permit Applicant.

Contractors Insurance Requirements:

- **Contractors Insurance Certificate Required:** Please submit a copy of your Commercial General Liability Insurance Certificate with a \$1,000,000 minimum coverage with this application. Insurance Certificates shall list Additional Insured as: Routt County Board of County Commissioners, 522 Lincoln Avenue, Steamboat Springs Colorado 80477.

NOTE: Contractors are responsible to email us an updated insurance policy annually or prior to the expiration date on your certificate in order to remain an active contractor. You may have your Insurance Company email this to us as well to building@co.routt.co.us

- **Workers Compensation Insurance:** Please provide proof of State Required Workers Compensation insurance applicable for all employees listed under a company.

Contractor Registration Instructions:

- <https://www.co.routt.co.us/DocumentCenter/View/11713/Registration-CityView-Handout>

Routt County Building Department Contractor Registration Form

Company Name:

Owners First/Last Name:

Owners Phone Number:

Owners Address:

Owners Email:

City, State, Zip:

If a company has an Employee who carries the required Contractor Certification or State Certification then you must fill out the Employee Information below:

Employee First/Last Name:

Employee Phone Number:

Employee Email:

Mandatory NOTE: Employees Must Attach Proof of Employment and may only represent one Company

Total Number of Company Employees:

Contractor Trade

Unlimited Commercial Contractor:

Light Commercial Contractor:

Residential Home Builder:

Mechanical Contractor:

Roofing Contractor:

Electrical Contractor:

Plumbing Contractor:

Manufactured Home Installer:

Owner/Company Legal Responsibility Statement:

At this time I have provide accurate information on the total number of employees and have attached proof of the required State Workmen’s Compensation Insurance for the company, and understand I must update this information if the company hires additional employees or reduces employees. All information provided on this application is true and accurate on the date signed below.

Owners Printed Name: _____

Insurance and Exam Certificate Attached: _____

Owners Signature: _____

Date: _____

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