



## Requirements

1. Application and Affidavit filled out (please print) and signed  
**(Application/affidavit must be in contractor's name or master license holders name)**
2. Copy of valid identification
3. Application Fee - Valid for 2 years
  - Class A - \$200
  - Class B - \$150
  - Class C - \$125
  - Mechanical, Roofing, other - \$125

--No Charge for Electrical & Plumbing contractors--
4. Copy of state license if applicable (Electrical & Plumbing Masters & Contractors)
5. Provide copy of Certificate of Liability Insurance (minimum \$1,000,000 policy, list City of Loveland as certificate holder)

**FAXES AND PICTURES ARE NOT OF ACCEPTABLE QUALITY  
PLEASE SUBMIT ALL DOCUMENTS AS PDF ATTACHMENTS**

Please submit application and supporting documents to  
[eplan-buildingfasttrack@cityofloveland.org](mailto:eplan-buildingfasttrack@cityofloveland.org)

Licenses issued by the City of Loveland which have been expired or inactive for more than **3 years** may be renewed upon providing evidence of passing the examination in the appropriate category of licensure under section 15.30.080.

City of Loveland Contractor License Number: \_\_\_\_\_

Business Name: \_\_\_\_\_

Contractor Name: \_\_\_\_\_

Address: \_\_\_\_\_  
Street \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Indicate below any 4 persons you authorize to pull permits and sign documents under your contractor license.


The undersigned applicant affirms familiarity with the ordinances and regulations of the City of Loveland. Statements made in this application are subject to verification. By signing below, approval is given for the City of Loveland to contact and make inquiries of all persons having knowledge of your professional abilities. False or misleading statements may be cause for disapproval of this application and if a license is granted, for revocation of that license. Licenses are issued by the authority of the Building Official any decision by the Building Official may be appealed to the Construction Advisory Board.

I certify that to the best of my knowledge, all statements contained herein contained are true and accurate.

Printed Name \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_



## AFFIDAVIT

**DIRECTIONS:**

➤ The individual contractor to be licensed must complete and sign the affidavit below:

I, \_\_\_\_\_, swear or affirm under penalty of perjury under the laws of the State of Colorado that (check **one**):

I am a United States citizen, or  
 I am a Permanent Resident of the United States, or  
 I am lawfully present in the United States pursuant to Federal law.

I understand that this sworn statement is required by law because I am receiving a license from the City of Loveland.

I understand that state law requires me to provide proof that I am lawfully present in the United States prior to receiving the public benefit of a contract with a political subdivision of the State of Colorado (see C.R.S. §24-76.5-103).

I acknowledge that making a false, fictitious, or fraudulent statement or representation in this sworn affidavit is punishable under the criminal laws of Colorado, C.R.S. §18-8-503, as perjury in the second degree and it shall constitute a separate criminal offense each time a public benefit is fraudulently received.

By checking the second or third option above, I understand that my lawful presence in the United States will be verified through the Federal Systematic Alien Verification of Entitlement Program (SAVE Program).

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Signature

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Date

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**INTERNAL USE ONLY – Valid forms of identification (choose **one**)**

Valid Colorado driver's license, expiration date: \_\_\_\_\_ \*\*  
 Current Colorado identification card, expiration date: \_\_\_\_\_  
 United States military card, expiration date: \_\_\_\_\_  
 United States Coast Guard Merchant Mariner card  
 Native American tribal document  
 Original birth certificate from any state of the U.S.  
 Certificate verifying naturalized status by U.S. with photo and raised seal  
 Certificate verifying U. S. citizenship by U.S. government (e.g. U.S. Passport), expiration date: \_\_\_\_\_  
 Order of adoption by a U.S. court with seal of certification  
 Out of state driver's license except IL, UT, and WA, expiration date: \_\_\_\_\_  
 Valid immigration documents demonstrating lawful presence (e.g. current I-551 -permanent resident card, current foreign passport with I-94, unexpired resident alien card, permanent resident card or employment authorization card)

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City Staff Reviewer

\*\* Note: A Colorado driver's license or ID card with a black flag that indicates "not valid for federal identification, voting or public benefit purposes" requires additional verification.