

Applying for a Contractor's License – Detailed Instructions

Red arrows indicate the controls or items mentioned in the instructions.

1. Select the “Building Contractors” tab, read terms and click the acceptance box, and click “Continue Application.”

The screenshot shows a web application interface. At the top, there is a yellow banner with the text "Verify Your Property Is In Unincorporated Arapahoe County". Below this is a navigation menu with tabs for "Home", "Building", "Building Contractors", "Engineering", and "Planning". A red arrow points to the "Building Contractors" tab. Below the navigation menu is a section with "Create an Application" and "Search Applications" buttons. The main content area is titled "Online Application" and contains a paragraph of text about the online permitting system. Below the text is a section titled "Communications via Website" with a dropdown menu. A red arrow points to a checkbox labeled "I have read and accepted the above terms." Below the checkbox is a "Continue Application »" button.

2. Select the type of license and click “Continue Application.”

The screenshot shows a form titled "Select a Record Type". Below the title is the instruction "Choose one of the following available records". There is a search box with a "Search" button. Below the search box is a list of options under the heading "Contractor Licensing":

- Electrical Contractor License Application
- General Contractor License Application
- Mechanical Contractor License Application
- Plumbing Contractor License Application

A red arrow points to the "Contractor Licensing" heading. At the bottom of the form is a "Continue Application »" button.

- Contractors: Choose "Select from Account" to automatically enter your account information in the Applicant section, then select "Continue Application."

Step 1: Step 1 > Applicant Information

Applicant

To add new contacts, click the Select from Account or Add New button. To edit a contact, click the Edit link.

Agent On Behalf Of Applicant

To add new contacts, click the Select from Account or Add New button. To edit a contact, click the Edit link.

If you have several accounts, select "Look Up" to find and select the account you will use for this application.

If you are an Agent procuring licenses for your contractors, select "Look Up" in the *Applicant* section. You can select "Select from Account" in the *Agent on Behalf of Applicant* section. Select "Look Up" if you want to use an account different than your own.

Use the start of the *First* or *Last* name or *Name of Business* to do a lookup, as that will give the best results. Example: "smi" instead of "smith." Using more than one field or a full name might limit your results.

Look Up Contact

Type:

First: Middle: Last:

Name of Business:

Country:

Address Line 1:

City:

Select the account you want to use and click "Continue." (Results blurred for reasons.)

Look Up Contact

[Revise Search](#)

Select a contact to attach to this application.
If the contact has multiple addresses, you can select which to use in the next step.

Showing 11-14 of 14

<u>Business Name</u>	<u>Contact Type</u>	<u>Work Phone</u>	<u>Fax</u>	<u>E-mail</u>
<input type="radio"/>				
<input type="radio"/>				
<input checked="" type="radio"/>				
<input type="radio"/>				

[< Prev](#) [1](#) [2](#) [Next >](#)

[Discard Changes](#)

4. Complete the License Details form with the information indicated by each field. The type of license originally selected will present the form appropriate for that type of license (note inset). Select "Continue Application" when the form is complete.

Step 2: Step 2 > License Details

* indicates a required field.

Custom Fields

LICENSE INFORMATION

* State License Number:

* State License Expiration Date:

INSURANCE INFORMATION

* Liability Insurance Policy Number:

* Liability Insurance Company Name:

* Compensation Coverage Amount:

* Arapahoe County Named as Certificate Holder: Yes No

* Liability Insurance Expiration Date:

I will supply Workers' Compensation Insurance:

Workers' Compensation:

LICENSE INFORMATION

* Contractor License Type:

External Licensing:

Issuing Body: *

ICC or Issuing Body License #: *

External Licensing: License Expiry Date: *

- Have the scans, photos, and PDFs of the required licensing documentation ready for upload. PDFs, JPG, BMP, and PNG are supported formats.

All License Types require the following documents:

- General Liability Insurance
- State Issued ID, such as a Driver’s License
- Workers Comp information, if applicable

Specific documents needed for license types:

License Type	Additional Required Documents
Electrical	Electrical Master License Electrical Contractor’s License
Plumbing (non Water Conditioner)	Plumbing Master License Plumbing Contractor’s License
General A, B or C* Mechanical (non RADON)*	State License/Registration/Reciprocal/Other *Can Use International Code Council (ICC) License
Plumbing (Water Conditioner) Mechanical (RADON)	State License/Registration/Reciprocal/Other
General D (non FASC)	None
General D (FASC)	NICET Certification


Click “Add” to begin uploading.

Step 3: Step 3 > Attachments

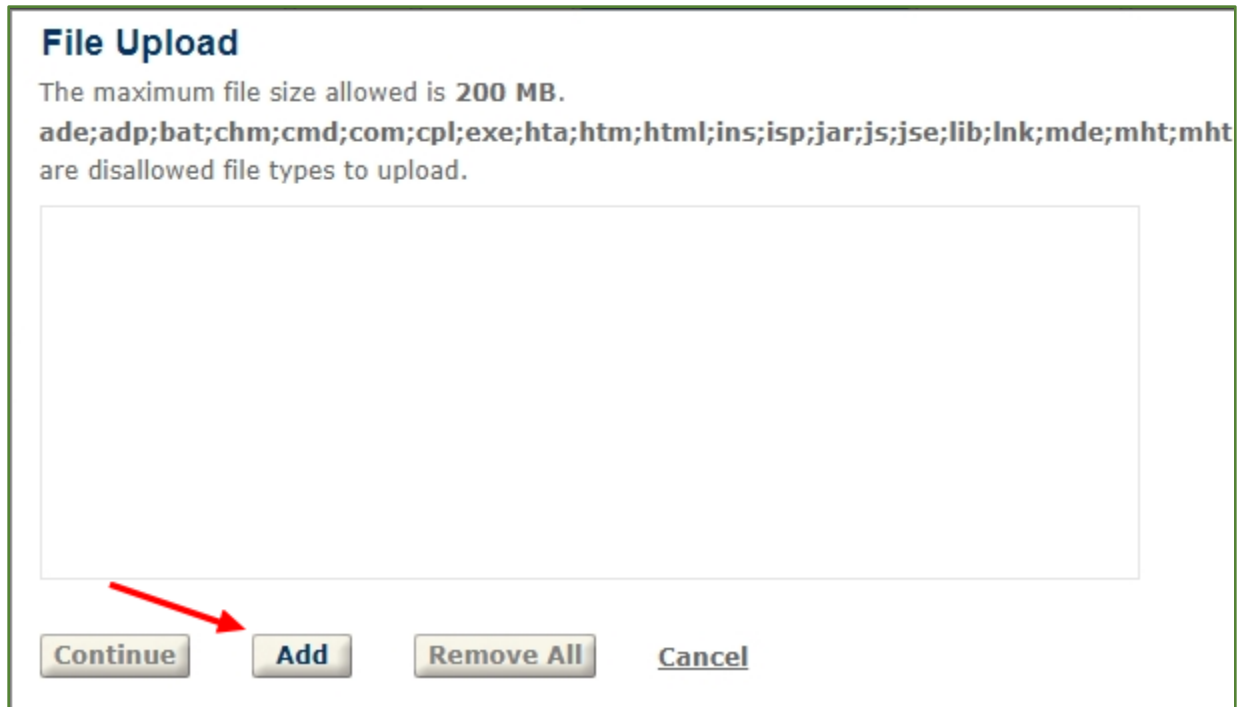
Attachment

The maximum file size allowed is 200 MB.
ade;adp;bat;chm;cmd;com;cpl;exe;hta;htm;html;ins;isp;jar;js;jse;lib;lnk;mde;mht;mhtml; are disallowed file types to upload.

Name	Type	Size	Latest Update	Action
No records found.				

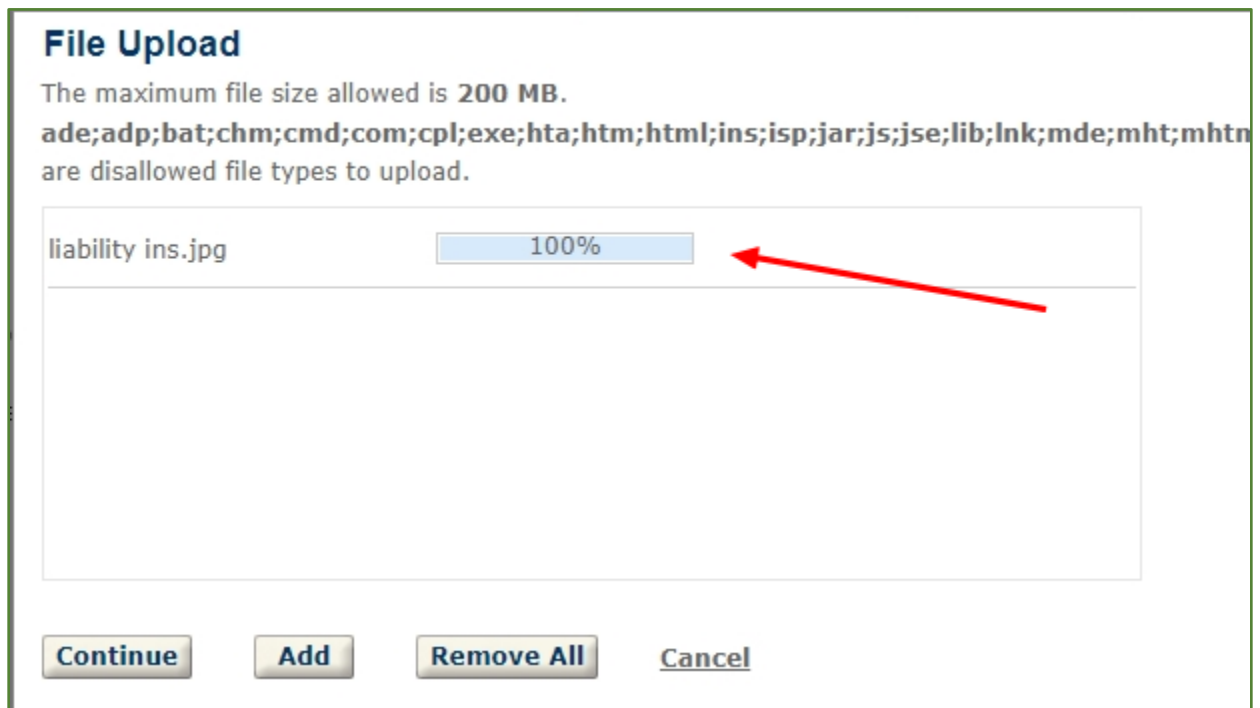


Click "Add" to begin uploading.



This will bring up the standard file dialogue on your system. There are many given the different types of computers, so it's not pictured here. Find and select the document then click "Open."

This is how it will look when you've uploaded a document,



Repeat this step until all the documents needed for the type of license are uploaded, then select "Continue."

For each document, select the type it is:

Attachment

The maximum file size allowed is 200 MB.
ade;adp;bat;chm;cmd;com;cpl;exe;hta;htm;html;ins;isp;jar;js;jse;lib;lnk;mde
are disallowed file types to upload.


Name	Type	Size	Latest Update	Action
No records found.				

* Type:

--Select--

- Select--
- Electrical Master License
- General Liability Insurance
- International Code Council (ICC) License
- Plumbing Master License
- State Issued ID
- State License/Registration/Reciprocal/Other
- Workers Compensation Insurance

[Continue Application »](#)




After the documents are uploaded and the *Type* has been selected, click “Save.”

Name	Type	Size	Latest Update	Action
No records found.				

* Type:
General Liability Insurance

File:
liability ins.jpg
100%

 Save Add Remove All

Continue Application »

Once the documents are saved, click “Continue Application.” If you get an error/prompt for missing documents, repeat the steps above until all requirement documents are provided. Note: It may take a few minutes before your uploaded documents will be recognized by the system.

Attachment

The maximum file size allowed is 200 MB.
ade;adp;bat;chm;cmd;com;cpl;exe;hta;htm;html;ins;isp;jar;js;jse;lib;lnk;... are disallowed file types to upload.

Name	Type	Size	Latest Update	Action
liability ins.jpg	General Liability Insurance	48.74 KB	08/04/2022	Actions ▾

Add

Continue Application »

- Review the application by scrolling through the information. If everything is correct, select "Continue Application."



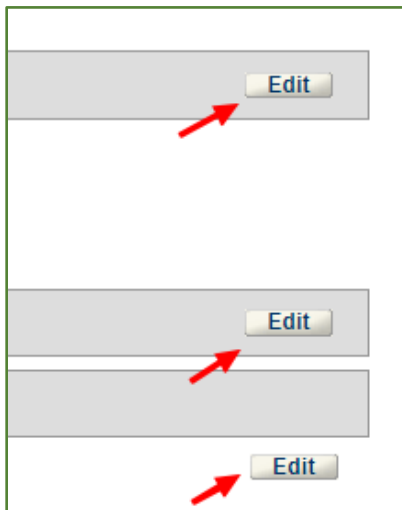
Step 4: Review

[Continue Application »](#)

Please review all information below. Click on the information you wish to edit.

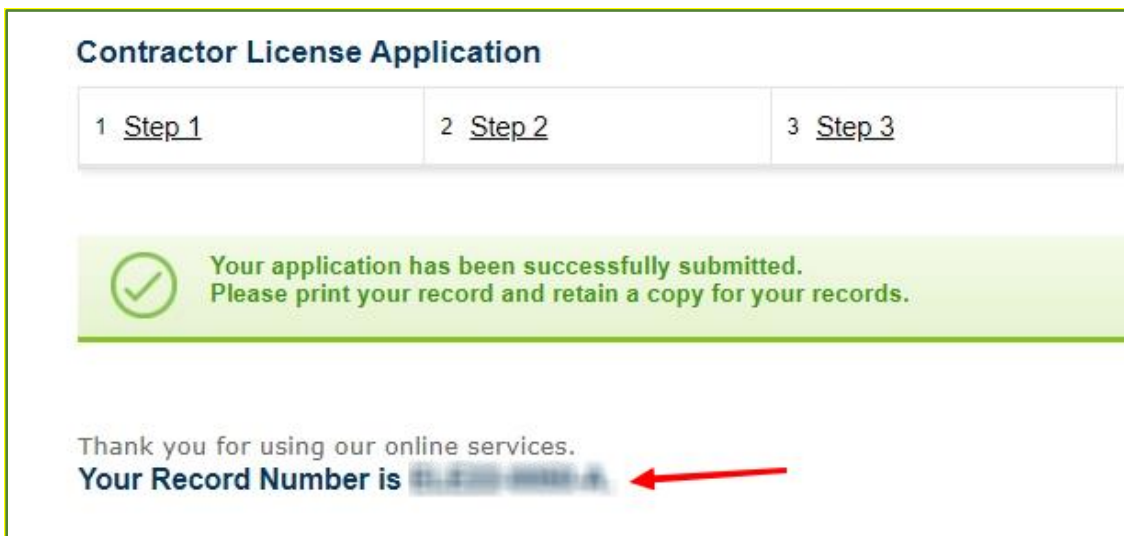
Record Type

If some information needs correction, select the "Edit" button for the block of information.




Three gray rectangular blocks are shown, each with an "Edit" button in its top right corner. A red arrow points to the "Edit" button of each block.

Upon completion, this message will display. The "Record Number" is your Contractor License application with Arapahoe County. You will receive an email confirmation as well. Your application will be reviewed for completeness. After approval, you will receive an email. Your license will be issued at this time or after any applicable fees have been paid.



Contractor License Application

1 Step 1	2 Step 2	3 Step 3
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 **Your application has been successfully submitted.**
Please print your record and retain a copy for your records.

Thank you for using our online services.
Your Record Number is [XXXXXXXXXX](#)

Thank you for applying for a Contractor License in Arapahoe County.