



300 W 4th Street – Craig, CO 81625

970-826-2018

970-824-6539 (Fax)

PROCEDURES FOR OBTAINING A CITY OF CRAIG CONTRACTOR LICENSE

This license will be valid within the city limits of Craig only. Any work performed outside the city limits in Moffat County requires you to be a registered Moffat County Contractor, apart from the town of Dinosaur, which is not under the jurisdiction of this building department.

1. APPLICATION

Complete and return with any other documentation to support experience (you made include a list of jobs completed and/or copies of others licenses you hold in other cities/counties). Submit payment for the appropriate issuance fee. (see Page 6)

2. REFERENCE VERIFICATION

Use the Reference Verification form to obtain 4-5 people who can verify your work experience for the type of classification you are applying for (such as clients, building inspectors, other contractors, customers, etc). You may also obtain a reference letter from them instead.

3. EXAM

A \$25 exam fee is required prior to exam being administered. The exam can be taken Monday through Friday, 8:00 am to 5:00 pm. You do not need to schedule a testing time; however, you will want to make sure you give yourself appropriate time to complete the test. Most tests are based on the 2018 editions of the IBC and IRC with a combination of true/false and multiple-choice answers. Time limits are as follows:

Class A - 4 hours open book, 4 hours closed Book

Class B - 4 hours open book, 2 hours closed book

Other classifications - 2 hours open book

4. INSURANCE

Prior to issuance of license by the Building Department, a certificate of general liability insurance, and certificate of worker's compensation (if you have employees) must be submitted. Insurance coverage to be \$500,000 combined single limit for Class A and B. All other classifications must provide \$300,000 combined single limit coverage.

5. ISSUANCE

The license will be issued as soon as the applicable requirements above have been satisfied.

If you have any questions, feel free to call Executive Assistant Gayle Zimmerman at 970-826-2018.