



MOFFAT COUNTY CONTRACTOR REGISTRY

All contractors must be registered in order to conduct business in Moffat County, Colorado. No permits will be issued to anyone not registered.

Contractor: A contractor is any person, firm, partnership or combination thereof who performs work or services for which he or she expects to be paid or in any other way profit financially from their endeavors.

Homeowners need not be registered in order to obtain a Building Permit for work done on their own residence. However, a homeowner can only be issued a permit of the same type every thirty-six (36) months.

There are five designations in the County Registry:

1. GC - General Contractor - can build without limitations
2. LC - Limited Contractor - has limitations placed on them by the County Building Department, based on their experience level
3. SP - Specialty Contractor - this is for contractors who have a specialty such as roofing, concrete or painting and drywall, etc.
4. P - Plumbing
5. M - Mechanical

CONTRACTOR

APPLICATION:

Applications must be completed and returned, along with any other supporting documents related to experience (copies of other licenses held, etc.). A \$60.00 non-refundable application and annual registration fee must be included with submittal of applications.

INSURANCE:

Prior to registration with the County, a Certificate of Liability Insurance and Workers Compensation (if you have employees) must be submitted. Coverage to be \$500,000 combined single limit. These documents must include the policy number, name of agent and company, effective date, together with a statement and a copy of an endorsement on said policy requiring that the Building Department be notified (in writing) if it becomes necessary to cancel policy or policies for any reasons.

EXPERIENCE REQUIREMENTS:

A license currently held in the same classification as being applied for or a recent International Code Council exam, that is in good standing in another jurisdiction, may be accepted in lieu of the usual requirements for proof of experience.

A minimum of four (4) years experience in your trade or profession is required. You must be able to provide supporting documents to verify experience, such as technical or formal training, letters from former customers, supervisors, contractors, building officials, or Union Apprenticeships. These documents must be completed by a responsible and qualified individual with direct knowledge of the work performed. A minimum of four letters of reference from people who can verify your work is also required.

Plumbing contractors must supply a copy of their current Colorado state plumbing license.

After meeting all requirements for registration, a registration card will be issued by the Building Official.

CONTRACTOR DUTIES AND RESPONSIBILITIES

1. To obtain any necessary permits before commencing work.
2. Call for appropriate inspections in a timely manner (24 hours advance notice).
3. To carry and present registration card upon request of the Building Official or his representative.
4. To complete all work authorized by the permit unless good cause can be shown.
5. To perform work contracted without substantial departure or disregard of drawings and/or specifications, unless such changes are approved by the Building Official.
6. To meet all the requirements set forth herein.

SUSPENSION AND REVOCATION (LEGAL REMEDIES)

The building official may suspend or revoke a contractor's registration as provided for in the section.

A contractor's registration may be suspended or revoked for the following reasons:

1. Violation of any provision of the Building Code. This includes agents and employees of registered contractors.
2. Founded written complaints from the public for failure to complete contracted work: violation of existing building codes: work performed which is determined to be sub-standard by the building official; or work which demonstrates a general lack of knowledge or ability in the registered field of work.
3. Failure to carry and/or maintain required liability and workers compensation insurance. Failure to obtain and maintain required state licenses.
4. Any conduct constituting fraud or misrepresentation in or connected with any activity or activities relating to building.
5. Failure to fulfill any and all of the duties and responsibilities as specified herein.

PROCEDURE

Any person who believes that a registered contractor failed to properly conduct his/her contract within the terms and conditions of the Moffat County Regulations has the right to file a complaint with the Building Department.

After reviewing the complaint from the public or upon otherwise becoming aware of an alleged violation or grounds for revocation or suspension of the contractor's registration, the Building Department shall determine if grounds for revocation or a suspension of the registration exists. The building official shall determine which of the following action steps are appropriate:

- ◁ A letter of suspension or revocation may be sent to the contractor by certified mail, return receipt requested, explaining the violation(s). If contested, the contractor shall respond in writing to the Building Department within thirty days, stating whether or not he requested an appeal to the Board of Appeals. In the event of an appeal the contractor shall be notified by certified mail, return receipt requested, at least to days prior to the hearing, stating the date, time and place of the hearing.
- ◁ The Building official may refer the matter directly to the Board of Appeals for a decision. The contractor shall have the right to appear before the Board of Appeals and shall be notified by certified mail, return receipt requested, at least to days prior to the hearing, stating the date, time and place of the hearing.

In the event of a suspension of the registration, the building official or the Board of Appeals shall determine the time period. At the end of the suspension period the contractor's license shall automatically be reinstated, provided other conditions for the registration are met.

In the event of a revocation of the registration, the revocation shall remain in effect until the next anniversary date for renewal of registration. The building official shall either grant the registration renewal or submit the application to the Board of Appeals for determination.