

License Number _____

New License ____ New Licenses applications must be accompanied by all required documentation to be processed.

Renewing License ____ Renewals are required to be accompanied by the same documentation as new licenses.

1. INFORMATION

Company Name: _____ Phone No. _____

Applicant Name: _____ Phone No. _____

Address: _____

City: _____ State: _____ Zip: _____

Email: _____

Please select requested license type for registration or renewal.

2. LICENSE(S) TYPE

- Class A-Unlimited Commercial (\$225) * **Proof of testing**
- Class B-Limited Commercial (\$150) * **Proof of testing**
- Class C-Residential One and Two-Family Dwelling and Accessory Structures (\$125) * **Proof of testing**
- Class E-Electrical Contractor Registration (No Fee) ** **State Masters/Journeyman's and State Contractors**
- Class P-Plumbing Contractor (\$100) ** **State Master/Journeyman's and State Contractors**
- Class D-Miscellaneous License (\$75 per license)
 - D1 – Wood Framing
 - D2 – Concrete
 - D3 – Masonry
 - D4 – Siding
 - D5 – Roofing * **Proof of testing**
 - D6 – Excavation, Caisson Drillers, Drain Layers
 - D7 – Pools and Spas
 - D8 - Fire Protection Systems
 - D9 – Structural Metal
 - D10 – Drywall
 - D11 – HVAC Contractor * **Proof of testing**
 - D12 – Patio Covers/Decks/ Carports/Awnings
 - D13 – Windows/Glazing
 - D14 – Demolition
 - D15 – Other Miscellaneous
 - D16 – Elevator Contractor
 - D17 – Mobile Homes *** **State's Certification**
 - D18 – Fence Contractor
 - D19 – Sign Contractor
 - D20 – Solar PV
 - D21- Retaining Wall

Contractor's License Requirements

License renewals are required to be accompanied by the same documentation as new licenses.

Class A, B, C, D5 (Roofing), D11 (HVAC)

Proof of successful completion of required ICC testing or possession of an active equivalent license from an approved jurisdiction is required. *Reciprocal License: Denver Supervisors, Aurora Supervisors, Colorado Springs, Park County, Pueblo, Pikes Peak, Thornton, Wheat Ridge, Fort Collins, Longmont, or ICC Certificate as well as a copy of the certificate holder's valid driver's license.

The holder of the testing certificate for Class A, B, C, HVAC, Roofing is required to be listed as the 'applicant' and is required to be the signer of the application and the affidavit.

Electrical/Plumbing Contractor License

** Proof of active State of Colorado Master's/Journeyman's license and State of Colorado Contractor's License is required. Include a copy of the license or certificate holder's valid driver's license.

The license holder of Electrical and Plumbing license is required to be the 'applicant' and is required to be the signer of the application and the affidavit.

Class D17-Mobile Homes

*** State of Colorado Certification is required for Mobile Home site/set up.

Required Insurance

A current Certificate of Liability insurance listing the City of Littleton as Certificate Holder is required for all licenses. A current Certificate of Workmen's Compensation insurance listing the City of Littleton (with our address) as Certificate Holder is required for all corporations and limited liability corporations. (See the attached Insurance Requirements page)

New contractors: Email a complete contractor's license package to: buildingpermits@littletongov.org for processing.

Renewals are required to be submitted online. See the attached instructions. *Renewals are required to be accompanied by the same documentation as new licenses.*

3. PAYMENT METHOD

Payment will be made by credit card. (Applicant will be contacted via phone to provide payment information once application is processed and approved)

4. AUTHORIZED USERS

Individuals authorized to obtain permits on behalf of the license holder:

I, the undersigned, do attest by my signature that the information provided, and statements made herein are true and accurate to the best of my knowledge. By my signature, I authorize the person(s) listed in Section 5 of this form to obtain permits on behalf of the license holder. I agree to comply at all times with the license holder's responsibilities established in Title III of the City of Littleton Municipal Code and all other ordinances, regulations, policies and procedures of the City of Littleton.

Applicant Printed Name

Date

Signature of Applicant

AFFIDAVIT

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 have applied for a public benefit. I understand that state law requires me to provide proof that I am lawfully present in the United States prior to receipt of this public benefit. I further acknowledge that making false, fictitious or fraudulent statement or representation in this sworn affidavit is punishable under the criminal laws of Colorado as perjury in the second degree under Colorado Revised Statute 18-8-503 and it shall constitute a separate criminal offense each time a public benefit is fraudulently received.

Signature

Date



COMMERCIAL GENERAL LIABILITY and WORKMEN'S COMPENSATION REQUIREMENTS

A current Commercial General Liability insurance listing the City of Littleton as Certificate Holder is required for all licenses.

A current Certificate of Workmen's Compensation insurance listing the City of Littleton as Certificate Holder is required for all entities with employees.

Proof of Commercial General Liability insurance in the amount of \$500,000 single occurrence for Class A & B, for all others \$300,000 single occurrence, must be provided for all licenses.

Commercial General Liability and Workmen's Compensation Insurance must reflect name of company being licensed.

Certificate Holder:

**City of Littleton
2255 W Berry Ave
Littleton, CO 80120**



WAIVER FOR WORKMEN'S COMPENSATION INSURANCE

I, _____, verify that I am the sole owner or partner
(Print Name)

of _____, and am therefore
(Company Name)

not required to carry workmen's compensation insurance.

I further state that if I hire subcontractors, the subcontractors are required by myself to carry Workmen's Compensation Insurance.

Signed: _____

Date: _____

CONTRACTORS LICENSE RENEWAL

A completed Contractor's License Application is required for all Renewals

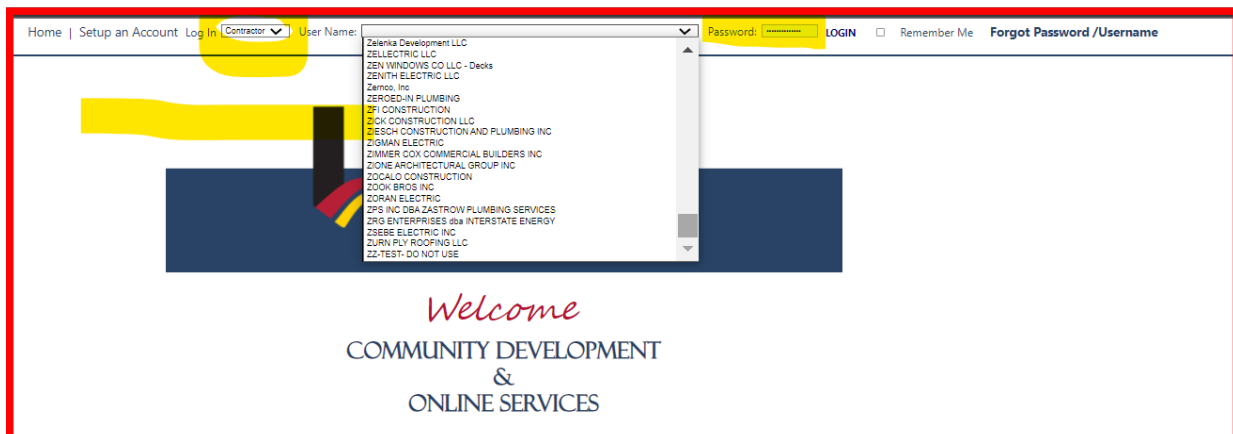
*****IMPORTANT NOTE: License renewals are required to be accompanied by the same documentation as new licenses.**

Please sign in to your eTRAKiT account through the portal website:
permit9.littletongov.org/etrakit/

Use the drop-down arrow: Choose 'Contractor'



Find your company name (how you would be registered with the City of Littleton) and type your password. (case sensitive)



You are now signed into 'My Dashboard'. Move your mouse to your company's name in the top right where it shows, 'Logged In As: xxxxxx' and left click

HOME | DASHBOARD | VIEW/EDIT PROFILE | VIEW CART | LOG OUT LOGGED IN AS: **ZZ-TEST- DO NOT USE**

My Dashboard

Permits

- Search Permit
- Pay Fees
- View on Map

Planning

- Search Projects
- Pay Fees
- View on Map

Contractor

- Search Contractors
- Pay Fees

Properties

- Search Property
- View on Map

Inspections

- Schedule
- Cancel
- View on Map
- Scheduled

Licenses

- Search Licenses
- Pay Fees

Map

- View Map
- Locate My Address

Shopping Cart

- Pay All Fees
- Paid Items

Contact

- Contact us

Hello ZZ-TEST- DO NOT USE.
Below is a Dashboard of your current activities.

My Active Permits 3 total record(s)

PERMIT NO.	ADDRESS	TYPE	STATUS	INSPECTION	FEES DUE	ATTACHMENT	MAP
P17-0139		COMMERCIAL	ISSUED		\$52.65		
P17-0161		PLUMBING	HOLD		\$0.00		
WEB18-0043	1 BRADBURY...	MISCELLANEOUS	APPROVED		\$2.71		

My Active Inspections 2 total record(s)

REC NO	REC TYPE	REC STATUS	ADDRESS	INSPECTION	DATE	MAP
WEB18-0043	PERMIT	APPROVED	1 BRADBURY...	FINAL ROOF #502		
WEB18-0043	PERMIT	APPROVED	1 BRADBURY...	PRE ROOF 600		

My Expired Permits 1 total record(s)

PERMIT NO.	ADDRESS	TYPE	STATUS	EXPIRED	FEES DUE	MAP
RMFUAC21-0013	2255 W BER...	RESIDENTIAL MECHANICAL - FURNACE AND AC COMBO	ISSUED	1/18/2022	\$0.00	

This is your contractor's license information. The 'AEC Info' Tab shows your Registration Number, Issue Date, Expiration Date, and what type of License the Contractor is registered.

HOME | DASHBOARD | VIEW/EDIT PROFILE | VIEW CART | LOG OUT LOGGED IN AS: ZZ-TEST- DO NOT USE

My Dashboard

Search Contractors

Search By: Company
 Search Operator: Begins With
 Search Value: []

Click here for search examples

License #A00154

Attachment

AEC Info Licenses Lic Types Ins Info Contacts

Registration #: A00154
 Issue: []
 Expires: 12/31/2099
 Type: CONTRACTOR
 Sub-Type: A - COMMERCIAL
 Status: ACTIVE
 Company: ZZ-TEST- DO NOT USE
 Phone: (303) 795-3771
 Cell: []
 Pager: []
 Fax: []
 Owner Name: []

Linked Activities:

Permit(s)	Activity	Status
RMFUAC21-0013	RESIDENTIAL MECHANICAL - FURNACE AND AC COMBO	ISSUED
WEB18-0043	MISCELLANEOUS	APPROVED
P17-0161	PLUMBING	HOLD
P17-0139	COMMERCIAL	ISSUED

HOME | DASHBOARD | VIEW/EDIT PROFILE | VIEW CART | LOG OUT LOGGED IN AS: ZZ-TEST- DO NOT USE

My Dashboard

Search Contractors

Search By: Company
 Search Operator: Begins With
 Search Value: []

Click here for search examples

License #A00154

Attachment

AEC Info Licenses Lic Types Ins Info Contacts

Name Type	Carrier	Phone	Policy Number	Issue	Expire
LIABILITY				N/A	3/4/2022

Click on the different tabs for information. (Please note Licenses and Lic Types are not used at this time)

i.e. Ins Info (General Liability and Workmen's Comp expiration date shows here)

Click on Attachments: Upload Contractor License Application, Affidavit, Insurance, Proof of Testing, Photo Id.

Hint: there's an icon that looks like a paperclip.

HOME | DASHBOARD | VIEW/EDIT PROFILE | VIEW CART | LOG OUT LOGGED IN AS: ZZ-TEST- DO NOT USE

Search Contractors

Search By: Search Operator: Search Value:

[Click here for search examples](#)

SEARCH

License #A00154

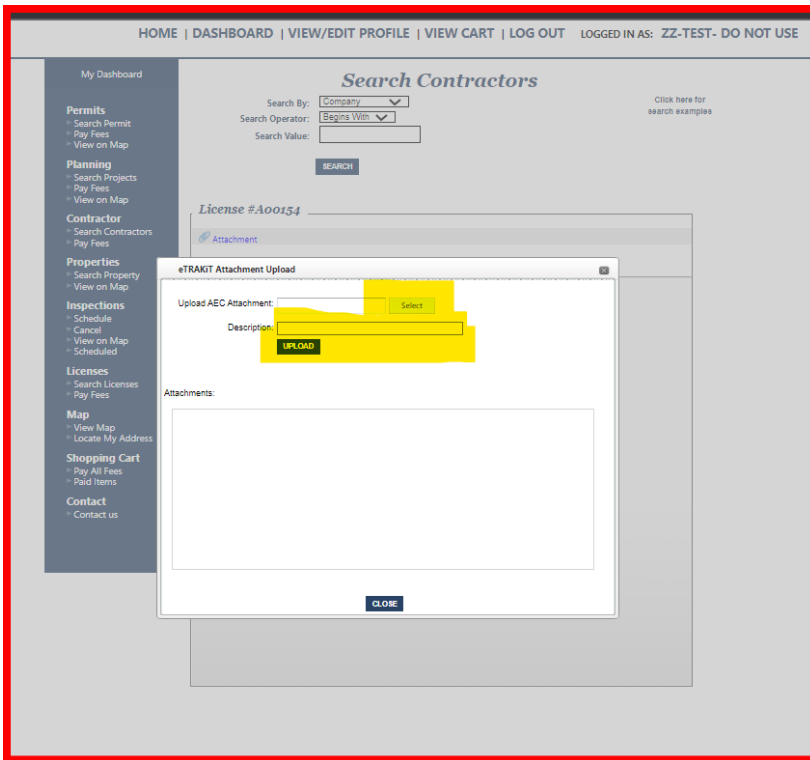
Attachment

Upload file

Name	Type	Carrier	Phone	Policy Number	Issue	Expire
LIABILITY					N/A	3/4/2022

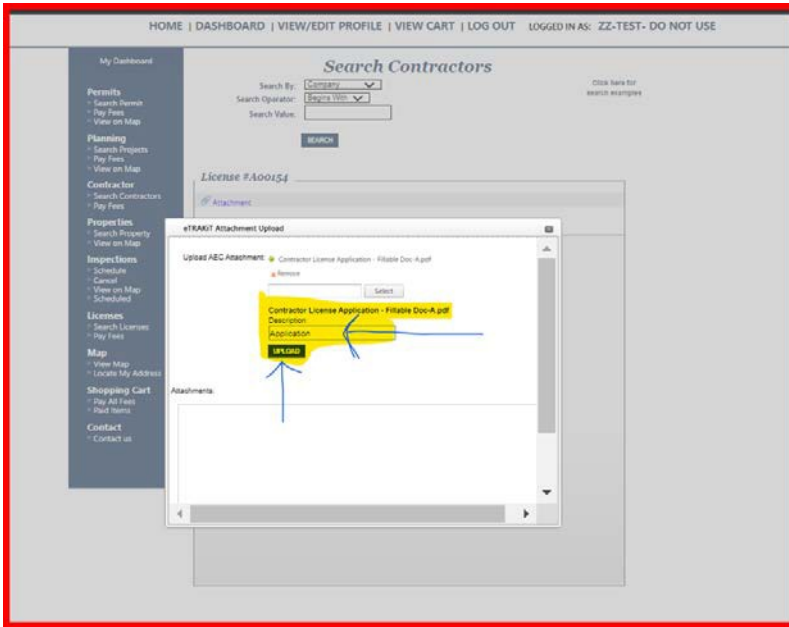
My Dashboard

- Permits**
 - Search Permit
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- Properties**
 - Search Property
 - View on Map
- Inspections**
 - Schedule
 - Cancel
 - View on Map
 - Scheduled
- Licenses**
 - Search Licenses
 - Pay Fees
- Map**
 - View Map
 - Locate My Address
- Shopping Cart**
 - Pay All Fees
 - Paid Items
- Contact**
 - Contact us

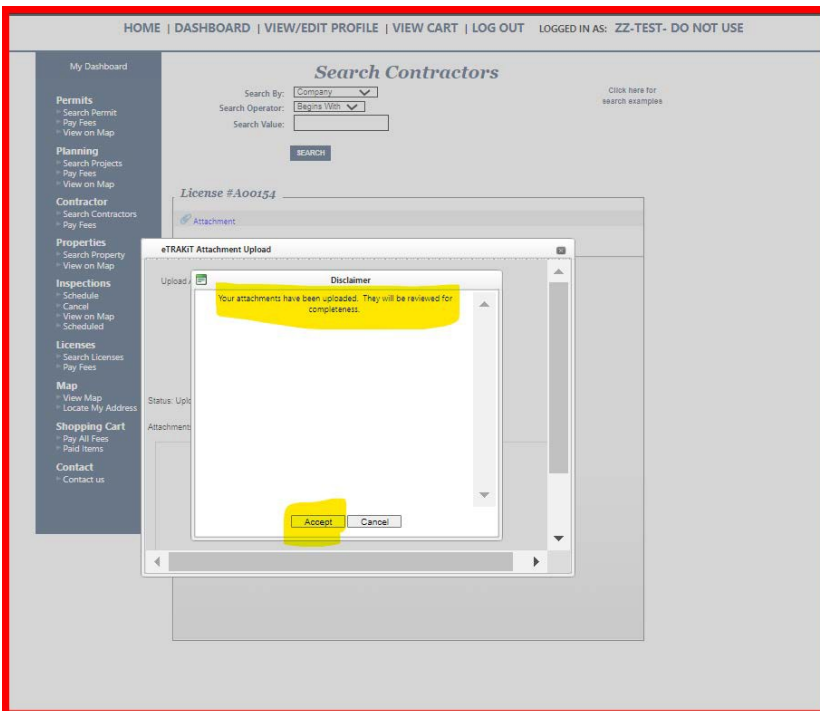


Click on 'Select' to browse for the file to be loaded. (Select multiple files or an individual file)

Type in the Description of the file you're uploading, i.e. Contractor License Application, Affidavit, Insurance, Proof of Testing, Photo Id. Each file is required to have a description.



Type in the name of the file and click 'Upload'.



Click 'Accept' after all files have been selected and uploaded. (Each file must have a 'Description' of the uploaded file)

All files have been uploaded, if not click on 'select' to repeat the previous steps.

Click 'Close' if all required documents have been uploaded. Clicking 'Close' will bring you back to the original starting place)

The screenshot displays the eTRAKIT web application interface. At the top, there is a navigation bar with links: HOME | DASHBOARD | VIEW/EDIT PROFILE | VIEW CART | LOG OUT, and a user status: LOGGED IN AS: ZZ-TEST- DO NOT USE. The main content area is titled "Search Contractors" and includes search filters: "Search By:" (Company), "Search Operator:" (Begins With), and a "Search Value:" input field, with a "SEARCH" button. A "Click here for search examples" link is also present. A sidebar on the left lists various menu items under categories like "My Dashboard", "Permits", "Planning", "Contractor", "Properties", "Inspections", "Licenses", "Map", "Shopping Cart", and "Contact".

The "Attachment" section for "License #A00154" is highlighted. An "eTRAKIT Attachment Upload" modal is open, showing a successful upload status: "Status: File uploaded successfully." The modal contains an "Upload AEC Attachment:" field with a "Select" button, a "Description:" field, and an "UPLOAD" button. A yellow question mark is drawn over the "Select" button. Below the status, the "Attachment(s):" section shows a table with one entry:

Attachment(s):
Application Contractor License Application - Fillable Doc-A.pdf

The "CLOSE" button is located at the bottom of the modal.

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Contractor

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- Schedule
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Licenses

- Search Licenses
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Map

- View Map
- Locate My Address

Shopping Cart

- Pay All Fees
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Search Contractors

Search By: Click here for search examples
 Search Operator:
 Search Value:

SEARCH

License #A00154

Attachment

AEC Info Licenses Lic Types Ins Info Contacts

Registration #: A00154

Issue:

Expire: 12/31/2099

Type: CONTRACTOR

Sub-Type: A - COMMERCIAL

Status: ACTIVE

Company: ZZ-TEST- DO NOT USE

Phone: (303) 795-3771

Cell:

Pager:

Fax:

Owner Name:

Linked Activities:

Permit(s)		
RMFUAC21-0013	RESIDENTIAL MECHANICAL - FURNACE AND AC COMBO	ISSUED
WEB18-0043	MISCELLANEOUS	APPROVED
P17-0161	PLUMBING	HOLD
P17-0139	COMMERCIAL	ISSUED

Attachments:

Application Contractor License Application - Fillable Doc-A.pdf

These are the attachments that were uploaded.

*****IMPORTANT NOTE: PLEASE CONTACT BUILDINGPERMITS@LITTLETONGOV.ORG WHEN YOU UPLOAD THE REQUIRED DOCUMENTS TO THE ETRAKIT PORTAL. PLEASE REFERENCE YOUR CITY OF LITTLETON REGISTRATION NUMBER AND THE NAME OF THE COMPANY IN THE SUBJECT LINE OF THE EMAIL.**