

APPLICATION FOR ORIGINAL REGISTRATION—PLUMBING CONTRACTOR

APPLICANT INSTRUCTIONS

Basic Requirements. In order to perform plumbing contracting in the state of Colorado, you must complete a Colorado Plumbing Contractor application, pay the current registration fee, and meet the following criteria:

- You must either be, or employ as a full-time employee, a Colorado-licensed master plumber who is the responsible party for all plumbing work the company performs. The master plumber must sign an *Acknowledgement of Responsibility* form, and can only be the responsible party for one company at a time.

About the Application. This application is to be completed by you and returned to the Office of Licensing. All questions on the application are mandatory, and all supporting documents must be submitted with the application. You may copy as many forms as needed; however, each form submitted must be completed in original ink or typed. Keep a copy of the completed application for your records.

Application Expiration. Your application will be kept on file for one (1) year from date of receipt in the Division. Your file and all supporting documentation will be purged if you do not submit required documents and complete your application process in one year. You will need to resubmit a new application packet and fee after that time.

Disclosure of Addresses. Consistent with Colorado law, all addresses and phone numbers on record with the Division are public record and must be provided to the public when requested. It is your responsibility to keep your address and contact information up-to-date in our database. All letters, renewal notices, licenses, and registrations are mailed to the last known address of record. **If your address is not current, it is possible you will not receive important documents.** You can change your address online by using Registrations Online Services at www.doradls.state.co.us.

License Expiration Grace Period for New Applicants. All new applicants who are issued a plumbing contractor registration within 120 days of the upcoming expiration date will be issued a registration with the subsequent expiration date. For example, registrations issued between May 1, 2011, and August 31, 2011, will reflect a registration expiration date of August 31, 2013. Registrations issued prior to May 1, 2011 will reflect an expiration date of August 31, 2011 and must renew in the upcoming renewal period.

- All Plumbing Contractor registrations expire on August 31 in odd-numbered years and must be renewed to continue practicing.

APPLICANT CHECKLIST

To apply for a Plumbing Contractor original registration:

- Submit a completed application and supporting documentation if required.** Return the completed application and all supporting documentation to the Office of Licensing.
- Enclose the non-refundable application-processing fee.** See page 1 of the application form for current fees. Fees may be paid by a check or money order drawn in U.S. dollars and **made payable to State of Colorado**. All fees are non-refundable and subject to change every July 1.
- Attach the completed Acknowledgement of Responsibility**, signed by the Colorado-licensed master plumber who is responsible for all plumbing work the company performs.
- Include a copy of your Worker's Compensation coverage certificate, if applicable.** If you have one or more employees, you must comply with the Worker's Compensation and Unemployment Compensation laws and provide proof of compliance with your application. For further information, contact:
 - Division of Worker's Compensation: (303) 318-8700 / Toll Free: (888) 390-7936 / www.coworkforce.com/dwc/
- If you have one or more employees and have not yet been assigned an Unemployment Insurance ID Number, attach a copy of the application you will file/have filed with the Department of Labor and Employment.** For further information, contact:
 - Office of Unemployment Insurance: (303) 318-9100 / Toll Free: (800) 480-8299 / www.coworkforce.com/uiib/
- Contact other agencies to obtain more business information, if necessary.**
 - Out-of-State Corporations are required to obtain an Authority to Conduct Business in the State of Colorado from the Colorado Secretary of State's Office, (303) 894-2200.
 - Colorado Corporations, Limited Liability Companies, and Limited Liability Partnerships should also contact the Colorado Secretary of State's Office, (303) 894-2200.
 - For local requirements, contact the city and/or county government in the area you work.
 - First-time business owners may contact the Colorado Business Assistance Center, (303) 592-5920.
 - For information on obtaining a Federal Employer Identification Number (FEIN), visit the IRS website at www.irs.gov/businesses/small/article/0,,id=98350,00.html.

Return your completed application packet and all supporting documentation to:

Division of Registrations
Office of Licensing—Plumbing
1560 Broadway, Suite 1350
Denver, CO 80202

**ACKNOWLEDGEMENT OF RESPONSIBILITY
PLUMBING CONTRACTOR COMPANY**

To be completed by the Colorado-licensed Master Plumber responsible for the company.

Colorado Plumbing Contractor Company Name:			
Colorado Plumbing Contractor Registration Number: (enter "pending" for a new company registration)		Expiration Date:	
Master License Holder Name: Last:	First:	Middle:	Suffix:
Social Security Number:		Date of Birth: (mm/dd/yyyy)	
Colorado Master Plumber License Number:		Expiration Date:	
I declare that I am an (check <u>one</u>): <input type="checkbox"/> owner —OR— <input type="checkbox"/> employee of the above-named Colorado Plumbing Contractor company.			
<input type="checkbox"/> By checking this box, I affirm that I am actively engaged in a full time capacity, and I assume responsibility for all plumbing work performed. I further agree that all work will be performed under my supervision, and will comply with all regulations of Title 12, Article 58, of the Colorado Revised Statutes and the International Plumbing Code.			
I state under penalty of perjury in the second degree, as defined in C.R.S. 18-8-503, that the information contained in this application is true and correct to the best of my knowledge. In accordance with C.R.S. 18-8-501(2)(a)(I), false statements made herein are punishable by law and may constitute violation of the practice act.			
_____ Master License Holder Signature		_____ Date	

Statutory Authority:

Colorado Revised Statutes 12-58-105 (3)

No person, firm, partnership, corporation, or association shall operate as a plumbing contractor until such contractor has obtained registration from the board. The board shall register a plumbing contractor upon payment of the fee as provided in section 12-58-104 and presentation of evidence that the applicant has complied with the applicable workers' compensation and unemployment compensation laws of this state. In order to act as a plumbing contractor, the person, firm, partnership, corporation, association, or other organization must either be, or employ full-time, a master plumber, who shall be in charge of the supervision of all plumbing work performed by such contractor. A master plumber shall be responsible for no more than one plumbing contractor at a time. The master plumber shall be required to notify the board within fifteen days after his or her termination as a master plumber for that plumbing contractor. The master plumber is responsible for all plumbing work performed by the plumbing contractor. Failure to comply with a notification may lead to suspension or revocation of the master plumber license as provided in section 12-58-110.

*** Social Security Number Disclosure:** Section 24-34-107(1) of the Colorado Revised Statutes requires that every application by an individual for a license issued pursuant to the authority set forth in title 12, C.R.S., by the Department of Regulatory Agencies, shall require the applicant's social security number. Disclosure of your social security number is mandatory for purposes of establishing, modifying, or enforcing child support under § 14-14-113 and § 26-13-126, C.R.S.; and locating an individual who is under an obligation to pay child support as required by § 26-13-107(3)(a)(I)(A), C.R.S. Failure to provide your social security number for these mandatory purposes will result in the denial of your licensure application. Disclosure of your social security number is voluntary for disclosure to other state regulatory agencies, testing and examination vendors, law enforcement agencies, and other private federations and associations involved in professional regulation for identification purposes only. Your social security number will not be released for any other purpose not provided for by law.