



COMMUNITY DEVELOPMENT DIVISION

P.O. Box 1190
Fort Collins, CO 80522-1190
Planning (970) 498-7683 Building (970) 498-7700
Planning Fax (970) 498-7711 Building Fax (970) 498-7667
<http://www.larimer.org/planning>

INSTRUCTIONS FOR RENEWING YOUR CONTRACTOR LICENSE

Larimer County contractor licenses are valid for a two-year period from the date of issuance.

Pursuant to the County's Contractor License Resolution, a license may be renewed within three (3) calendar months prior to the expiration of the existing license.

Contractors holding a valid County license who apply for renewal cannot have any unresolved building code issues (expired permit, expired temporary certificate of occupancy, illegal occupancy, etc.) connected with building permits issued to or on behalf of the contractor license. If you are unsure whether there are unresolved permits connected with your license, you may call the Larimer County Building Department at (970) 498-7670 to leave a message requesting permit research.

Note: outstanding issues need to be resolved before the license may be renewed. If the contractor license expires, the contractor needs to stop work in unincorporated Larimer County until such time as the license is renewed.

To renew your contractor license, please complete the form linked below and return to the Larimer County Building Department, P.O. Box 1190, 3rd Floor, 200 W. Oak Street, Fort Collins, Colorado 80522-1190 together **with** the following documents:

- Certificate of General Liability Insurance identifying the Larimer County Building Department as the certificate holder in the minimum amount of \$1,000,000 for Class A, B and C licenses; or in the minimum amount of \$300,000 for special single trade, jobbers, or mechanical licenses;
- Certificate of Worker's Compensation Insurance as required by the State of Colorado, or waiver form linked below if you are not required to carry this insurance;
- Check made out to Larimer County Planning for the license fee in one of the following amounts:
 - \$150.00 Class A General Contractor
 - \$125.00 Class B General Contractor
 - \$100.00 Class C General Contractor
 - \$ 75.00 All types of mechanical, special single trade, jobbers
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For more information, please leave a message with the Building Department at (970) 498-7670 or go to the Building Department's website at: www.larimer.org/building.

[Renewal Form](#)

[Waiver Form](#)