



BUILDING SERVICES

CONTRACTOR RENEWAL

385 Kimbark Street, Longmont, CO 80501
T 303-651-8332 F 303-651-8930
building.inspection@longmontcolorado.gov

Please note all contractor licenses expire annually each year. Each contracting firm should identify their contracting name, license classification, qualified individuals, and email address. When **complete**, return the renewal application to the Building Inspection Division with the appropriate fee and proof of insurance. Updated insurance certificates can be emailed to *building.inspection@longmontcolorado.gov* or faxed to 303-651-8930 by your insurance company as well.

NOTE: All qualified individuals for the Class A, B, C, and Mechanical licenses need to complete the Renewal Exam prior to a license renewal. Renewal Exams are required each new code adoption rotation cycle only.

CITY OF LONGMONT RENEWAL APPLICATION FOR CONTRACTOR LICENSING

(Please print)

Qualified Individual(s) _____

Contracting Name _____ Phone _____

Address _____
Street/P.O. Box City State Zip Code

Email Address _____

<u>CLASSIFICATION</u>	<u>FEES</u>	<u>LICENSE NUMBER(S)</u>
Class A	175	
Class B	125	
Class C	100	
Class D, Mechanical, Plumbing	75	
Electrical	0	
	Fee Enclosed:	

PLEASE RETURN PAPERWORK TO: Building Services | 385 Kimbark St. | Longmont, CO. 80501

Required Documents for Renewal-

You will need to upload specific documents to the portal as part of your renewal application. Please locate your license type below for a list of requirements.

Electrical License -

1. Copy of the current Colorado State Master Electrician license
2. Copy of the current Colorado State Electrical Contractor license
3. Copy of current certificate of liability insurance - **must list City of Longmont, 350 Kimbark Street, Longmont, CO 80501, as certificate holder.**
4. No renewal fee required

Plumbing License

1. Copy of the current Colorado State Master Plumber license
2. Copy of the current Colorado State Plumbing Contractor license
3. Copy of current certificate of liability insurance - **must list City of Longmont, 350 Kimbark Street, Longmont, CO 80501, as certificate holder.**
4. \$75 renewal fee required upon approval

Mechanical License -

1. Results of Longmont Class M Quiz –
 - This quiz is required **ONCE** per code cycle.
 - Upon quiz completion, you will be able to download a certificate. **Please keep this for your records** – you will need to provide this as part of your annual renewal application.
 - We will accept an ICC certificate in lieu of the quiz IF it was obtained within the current code cycle.
 - Mechanical Exam Link – [FlexiQuiz Mechanical](#)
2. Copy of current certificate of liability insurance - **must list City of Longmont, 350 Kimbark Street, Longmont, CO 80501, as certificate holder.**
3. \$75 renewal fee required upon approval

Class A or B License -

1. Results of Longmont Class A/B Quiz –
 - This quiz is required **ONCE** per code cycle.
 - Upon quiz completion, you will be able to download a certificate. **Please keep this for your records** – you will need to provide this as part of your annual renewal application.
 - We will accept an ICC certificate in lieu of the quiz IF it was obtained within the current code cycle.
 - Class A/B Exam Link – [FlexiQuiz Class A/B](#)
2. Copy of current certificate of liability insurance - **must list City of Longmont, 350 Kimbark Street, Longmont, CO 80501, as certificate holder.**
3. Renewal fees - A/\$175; B/\$125 - fee required upon approval

Class C License -

1. Results of Longmont Class C Quiz –
 - This quiz is required **ONCE** per code cycle.
 - Upon quiz completion, you will be able to download a certificate. **Please keep this for your records** – you will need to provide this as part of your annual renewal application.
 - We will accept an ICC certificate in lieu of the quiz IF it was obtained within the current code cycle.
 - Class C Exam Link – [FlexiQuiz Class C](#)
2. Copy of current certificate of liability insurance - **must list City of Longmont, 350 Kimbark Street, Longmont, CO 80501, as certificate holder.**
3. \$100 renewal fee required upon approval

Class D (Specialty) License -

1. Copy of current certificate of liability insurance - **must list City of Longmont, 350 Kimbark Street, Longmont, CO 80501, as certificate holder.**
2. \$75 renewal fee required upon approval