

CONTRACTOR LICENSE RENEWAL INSTRUCTIONS

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.

You may renew online (register as a user)

- Licenses ~ Renew Building Contractors ~ Log In
- Review Existing Permits – Take care of outstanding issues, schedule inspections, etc.
- Select CL#
- Attach Insurance Documentation (bottom of page)
- Click Confirm & Submit
- **Click Payment & Pay by Credit Card**

You may renew by mail:

- Fill out renewal application
- Attach Updated *Insurance Certification and Workers' Compensation (W/C if applicable)
- Payment (Check payable to Larimer County Planning)

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|-------|--|
| \$150 | Class A |
| \$125 | Class B |
| \$100 | Class C |
| \$ 75 | Special Trade, Roofing, Mechanical, Gas Piping |
- Mail To: Larimer County Building, PO Box 1190, Fort Collins, CO 80522

*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 trade, roofing, mechanical or gas piping licenses.

*Workers' Compensation waiver *DOES NOT* need to be submitted at renewal.