



551 Hot Springs Blvd  
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Pagosa Springs, CO 81147  
970.264.4151  
970.264.4634 (fax)

To: All General and Subcontractors Working within the Town of Pagosa Springs  
From: Town of Pagosa Springs Town Clerk  
Subj: Contractors Work Permit and Business License

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The Town of Pagosa Springs requires an annual **Contractors Work Permit and Business License** for all General and Sub Contractors conducting business involving the building, construction, alteration, remodeling, repairing, equipping, moving or wrecking of buildings and other structures located within the Town of Pagosa Springs.

Annual renewal of a **Contractors Work Permit and Business License** is required prior to building permits being issued and prior to any work being started. Required Building Inspections cannot be requested without a current Permit/License for work performed by any contractor. It is recommended that General Contractors check that **ALL** subcontractors have a valid Permit/License to ensure that the required building inspections can be requested and performed.

In order to receive a **Contractors Work Permit and Business License**, a current Certificate of Insurance must be provided with the application. Completed applications should be returned to the Town of Pagosa Springs Town Clerk's Office with the appropriate fees for approval. After approval, your Contractors Work Permit and Business License should arrive in the mail in approximately two weeks.

Additional applications can be found online at [www.townofpagosasprings.com](http://www.townofpagosasprings.com) or at the Town Hall located at 551 Hot Springs Blvd.

Feel free to call with questions.

Respectfully,

Town of Pagosa Springs Town Clerk  
rprokop@pagosasprings.co.gov  
970-264-4151 x238

**Town of Pagosa Springs Municipal Code Chapter 6 Article 4 – Contractors Work Permits** is available in its entirety at the Town Hall located at 551 Hot Springs Blvd. or online at [www.townofpagosasprings.com](http://www.townofpagosasprings.com) .

### **Sec. 6.4.1. - Purpose**

The contractors work permit shall serve as a regulatory vehicle for work being performed within the Town limits, but shall not serve as an alternative to licenses, permits, or other authorizations to do specialized work if those authorizations are required by county, state and/or federal regulatory agencies.

### **Sec. 6.4.10. - Permittee Responsibilities**

All permittees shall be responsible for any work performed pursuant to any building permit issued hereunder, without limitation, and shall:

- (1) Report in writing, within seventy-two (72) hours, to the Licensing Officer and the Building Official any accident occurring on any job site that has resulted in lost time, injury or death to any person, or damage to any building or structure;
- (2) Provide minimum safety measures and equipment to protect workmen and the public, as prescribed by the current adopted edition of the Building Code;
- (3) Observe any other Town ordinances prescribing measures for the safety of workmen and of the public;
- (4) Present a contractors work permit card when requested by the Licensing Officer or the Building Official or their authorized representative;
- (5) Employ a qualified supervisor and provide the name of such supervisor on the permit inspection card;
- (6) Obtain a building permit when the same is required;
- (7) Faithfully construct, without substantial departure from or disregard for drawings and specifications, when such drawings and specifications have been filed and approved by the Building Official and a building permit issued for same, unless such changes are approved by the Building Official;
- (8) Complete all work authorized on the building permit issued under the authority of the Uniform Building Code;
- (9) Obtain inspection services when the same are required, as set forth in the Uniform Building Code; and
- (10) Pay any fee assessed under the authority of this Article.

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### **Important – Please Read**

- All vocations, occupations, professions, enterprises, establishments, home occupations, and all other kinds of business activities and matters (including sales of tangible personal property and furnishing of services) conducted for private profit, gain, pecuniary benefit or advantage, either directly or indirectly within the Town are required to obtain a business license. (Mere delivery within the Town of any property purchased or acquired from a regular place of business outside of the Town shall not be considered to be conducting of business, i.e., UPS, FedEx, DHL)
- Non-Profit organizations such as, established religious organizations, charitable corporations, public schools, federal, state, and local government agency that is exempted by state law from collecting municipal taxes must complete a business license but are exempt from fees.
- An individual conducting an occasional yard or garage sale is exempt from both the licensing and fee requirements.
- Businesses properly licensed pursuant to Section 6.3 of the Pagosa Springs Municipal Code are exempt from both the licensing and fee requirements of Section 6.4.1.
- Change of ownership of an existing business, change of business name, change in the nature of the business or services provided, or businesses that move from a Town location to another Town location are required to submit a

supplemental license application. There is no fee for a supplemental license. All Business Licenses are required to be renewed ANNUALLY.

- Future remodels or alterations require a building permit and must be reviewed by the Town’s Building, Planning, Sanitation, and Fire Departments.
- Town sign code requires review and approval before signage, including temporary signs (banners, etc.), can be erected.
- Continued compliance with Town and Fire Codes must be maintained at all times.
- Fire inspection shall be conducted by the Pagosa Fire Protection District.
- Town Officials charged with enforcing municipal code may conduct inspections during regular business hours.
- All inspection corrections must be complete before a license can be issued.
- The complete Town of Pagosa Springs Municipal Code can be reviewed at Town Hall or online at [www.townofpagosasprings.com](http://www.townofpagosasprings.com).

### **Professional, Occupation, and Business Licensing**

The Colorado Department of Regulatory Agencies (DORA) provides a list of professions, occupations, and businesses requiring licenses through the State of Colorado.

Colorado Department of Regulatory Agencies (DORA)  
1560 Broadway, Suite 1350  
Denver, Colorado 80202  
303-894-7800  
[www.dora.state.co.us](http://www.dora.state.co.us)

### **Business Information Links**

#### Local

Archuleta County Government	<a href="http://www.archuletacounty.org">www.archuletacounty.org</a>
Pagosa Springs Chamber of Commerce	<a href="http://www.pagosaspringschamber.com">www.pagosaspringschamber.com</a>
Pagosa Springs Community Development Corporation	<a href="http://www.pagosaspringscdc.org">www.pagosaspringscdc.org</a>
San Juan Basin Health Department	<a href="http://www.sjbhd.org">www.sjbhd.org</a>
Town of Pagosa Springs	<a href="http://www.townofpagosasprings.com">www.townofpagosasprings.com</a>

#### Utilities

CenturyLink Phone Co.	<a href="http://www.centurylink.com">www.centurylink.com</a>
La Plata Electric Association	<a href="http://www.lpea.com">www.lpea.com</a>
Pagosa Area Water & Sanitation District	<a href="http://www.pawsd.org">www.pawsd.org</a>
Pagosa Springs Sanitation District	<a href="http://www.pagosasprings.gov">www.pagosasprings.gov</a>
Source Gas Co	<a href="http://www.sourcegas.com">www.sourcegas.com</a>

#### State and Federal

Colorado Sales Tax License	<a href="http://www.taxcolorado.com">www.taxcolorado.com</a>
Colorado Secretary of State	<a href="http://www.sos.state.co.us/publs/business/main.htm">www.sos.state.co.us/publs/business/main.htm</a>
Department of Regulatory Agencies (DORA) for professional licensing	<a href="http://www.dora.state.co.us">www.dora.state.co.us</a>
Internal Revenue Service	<a href="http://www.irs.gov/businesses/small">www.irs.gov/businesses/small</a>
Small Business Administration	<a href="http://www.sba.gov">www.sba.gov</a>
State of Colorado	<a href="http://www.colorado.gov">www.colorado.gov</a>
Trade Names must be Filed	<a href="http://www.revenue.state.co.us">www.revenue.state.co.us</a>
US Census Bureau	<a href="http://www.census.gov/eos/www/naics/">http://www.census.gov/eos/www/naics/</a>