

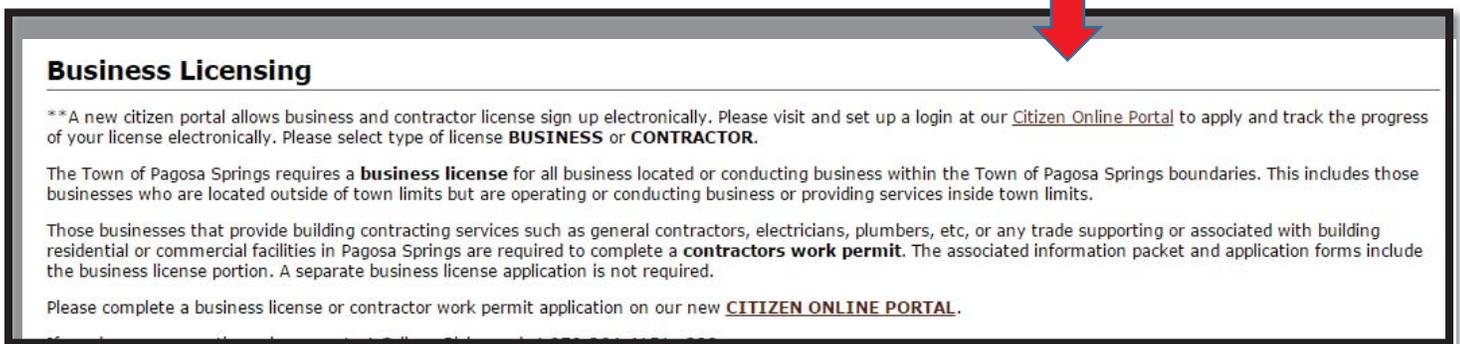
How to apply ONLINE for a Contractor Work Permit on CitizenServe

Step One: Go to the Town's website at: <http://www.pagosasprings.co.gov/>

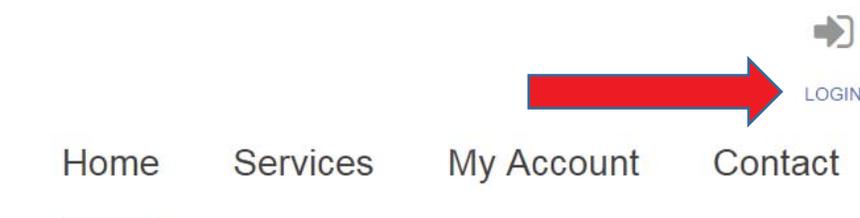
Step Two: In the right hand corner of the Town's website hover over the "Business" tab, then click on the first option on the list "Business Licensing"



Step Three: Then click on "Citizen Online Portal"



Step Four: In the top right hand corner click on "Login"



Step Five: Under the heading New to our Portal? on the right side, register now

LOGIN
Home / My Account / Login

Already have an account?

User Name:

Password:

 Remember my username and password
[FORGOT YOUR USERNAME OR PASSWORD →](#)

LOGIN

New to our Portal?

If this is your first time using our portal you'll need to register first. Registering is quick, click the link below to get started.

[REGISTER NOW →](#)



Step Six: Once registered, on the home page, under licensing, click “Apply for a License” and fill out the form with your business/contractor information and hit submit.

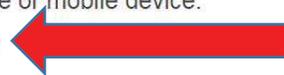
Online Services You Need



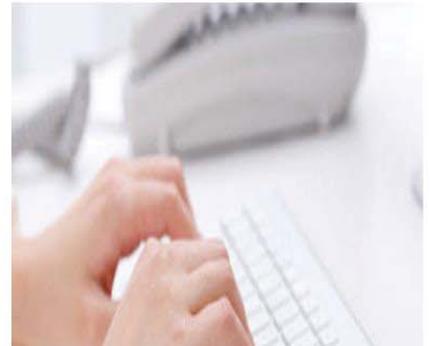
• LICENSING

Starting a business or holding a special event? Learn when you need a license, submittal requirements, apply online, pay license fees, and view the status of your license application all from your home, office or mobile device.

[APPLY FOR A LICENSE →](#)



Concerns



Please Note: A contractor must select Contractor Work Permit as a business license type as there are different requirements for a contractor.



Town of Pagosa Springs
 551 Hot Springs Boulevard · Post Office Box 1859 · Pagosa Springs, CO 81147
 Phone: 970.264.4151 · Fax: 970.264.4634

Department of Building and Fire Safety Contractor Work Permit

Return Completed Application to the Department of Building and Fire Safety with your Fee and Certificate of Insurance for processing. Processing time varies but can take up to 14 days to receive license

Business /Owner Information				
Business Legal Name		FEIN:		
DBA(Doing Business As):				
Physical Address:				
Mailing Address:				
Email:		No. of Employees:		
Cell:	Business:	Home:		
Owner Name:				
Primary Contact (PC):			PC Position:	
Phone Number:				
Describe your Business:				
Type of Ownership:	<input type="checkbox"/> Corporation <input type="checkbox"/> Limited Liability Company (LLC) <input type="checkbox"/> Partnership <input type="checkbox"/> Sole Proprietorship		<input type="checkbox"/> Franchise <input type="checkbox"/> Non-Profit Corp. (provide proof of status) <input type="checkbox"/> Other _____	
DORA License Type:		DORA License #:	Exp:	
Other License Type:		Other License Type:	Exp:	

Class A	Class B	Class C
Construction, alteration or repair of any type of commercial permitted structure. Required for ALL Commercial & Multi Family General Contractors	Construction, alteration or repair of single or two-family residences of two stories or less. Required for ALL Residential General Contractors	Contracting for labor or labor and material involving specialized trades. Required for ALL Subcontractors
Annual Fee		
\$150.00	\$100.00	\$50.00
Date Paid: _____ Payment Type: Credit Card _____ Check _____ Cash _____		
Required Limits of Insurance		
Current Certificates of Liability and Workers Compensation Insurance are required in the following liability amounts		
Class A or B Permittee must have liability limits of at least: <ul style="list-style-type: none"> • \$300,000.00 per individual • \$300,000.00 per occurrence • \$50,000 for property damage 	Class C Permittee must have liability of at least: <ul style="list-style-type: none"> • \$50,000.00 per individual • \$100,000.00 per occurrence • \$25,000.00 for property damage 	

Business Name: _____ License No.: _____

If Business is Physically Located in Town Limits			
Landlord Name:			
Landlord Mailing Address:			
Property Owner Association:		Year business moved to location:	
Is your business a change of use/ occupancy for this location?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	For business located within the Town limits. What is the square footage of your business space: _____ sq ft.
Will there be ANY remodeling or building alterations?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Does business utilize any hazardous, toxic, or flammable materials?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Will you be installing a new sign or changing an existing sign?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
If yes, have you applied for a sign permit?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	

As the representative for this company,

- I fully understand and have read the Permittee responsibilities (attached) and understand that the full Municipal Code requiring Contractors Work Permits is available at www.townofpagosaprsrings.com or at Town Hall.
- I understand an approved, current and issued Contractors Work Permit and Business license is required to conduct business within the Town of Pagosa Springs.
- I fully understand and will comply with all the rules and regulations of the Town of Pagosa Springs Municipal Code.
- I have attached a valid Certificate of Insurance to this application.
This application is complete and correct to the best of my knowledge.

Applicant's Name (printed)

Applicant's Signature

Date



551 Hot Springs Boulevard
 Post Office Box 1859
 Pagosa Springs, CO 81147
 970.264.4151 (phone)
 970.264.4634 (fax)

Town of Pagosa Springs

Department of Building and Fire Safety

CONTRACTORS WORK PERMIT

CLASSIFICATION	PURPOSE	ANNUAL FEE
<u>A</u>	Construction, alteration or repair of any type of permitted structure. Required for ALL Commercial & Multi-Family General Contractors.	\$ 150
<u>B</u>	Construction, alteration, or repair of single or two-family residences of 2 stories or less. Required for ALL Residential General Contractors.	\$ 100
<u>C</u>	Contracting for labor or labor and material involving specialized trades. Required for ALL Sub Contractors.	\$ 50

Limits of Insurance:

Current Certificates of Liability and Workers Compensation Insurance requirements:

Class "A" or "B" permittee must have liability limits of at least:

- * three hundred thousand dollars (\$300,000.00) per individual
- * three hundred thousand dollars (\$300,000.00) per occurrence,
- * fifty thousand dollars (\$50,000.00) for property damage.

Class "C" permittee must have liability limits of at least:

- * fifty thousand dollars (\$50,000.00) per individual
- * one hundred thousand dollars (\$100,000.00) per occurrence,
- * twenty-five thousand dollars (\$25,000.00) for property damage.

Town of Pagosa Springs
“Contractors Work Permit” Permittee Responsibilities.
Town of Pagosa Springs Municipal Code Section 6.4.10

(The full municipal Code is available on line at townofpagosasprings.com or at Town Hall)

Town of Pagosa Springs Municipal Code Section 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.

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 International Building Codes;
- 9) Obtain inspection services when the same are required, as set forth in the International Building Codes;
- 10) Pay any fee assessed under the authority of this Article.