



fort collins contractor licensing

281 N. College Ave., P.O. Box 580; Fort Collins, CO 80522-0580; Voice: 970 221 6767 FAX: 970 224 6134

ALARM SYSTEMS SPECIALIZED TRADE CONTRACTOR

This license authorizes the holder to install, test, maintain and service fire and security alarms as specified in the applicable provisions of the National Fire Alarm Code, NFPA 72, and the National Electrical Code, NFPA 70, including the related wiring supplying not more than fifty (50) volts that does not require a state electrical license. Any person engaged in such business activities must obtain an Alarm Systems Specialized Contractor's license.

Application Procedure:

- Y Complete an Alarm Systems Specialized Trade Contractor License Application form.
- Y Obtain five project verification forms demonstrating a minimum of three years supervision experience. See the Descriptions and Qualifications for Specialized Trade Contractors section on Page 11 for clarification.
- Y Complete the Resume for Alarm Business Permit and the Waiver for Alarm Business Permit.
- Y Have fingerprinting done on the designated Construction Supervisor for the license. This can be done at the Larimer County Sheriff's Department located at 2501 Midpoint Dr. The Cost is \$15.00. Blank fingerprinting forms are available at the Building & Zoning Department.
- Y Attach a check in the amount of \$16.50 made payable to the Colorado Bureau of Investigation to the fingerprint card. (Personal checks are not accepted by the CBI.)
- Y Submit all of the items referenced above, together with a check in the amount of \$75.00 to cover the application fee, and a picture ID to the Building & Zoning Department.

All forms are provided in this packet, with the exception of the fingerprint cards.

Once all of the above information is received, Building & Zoning Department personnel will forward copies of the information to the Fort Collins Police Department for approval. The fingerprint card and the check for \$16.50 will be forwarded to the Colorado Bureau of Investigation for a background check. The results of the check will be sent to the Fort Collins Police Department. Once the results have come back, and the Police Department has done a local background check, the application will be forwarded back to the Building & Zoning Department indicating either an approval or denial of the application. No License will be issued until approval from the Police Department has been obtained. Submittal of inaccurate information may result in revocation of any Alarm Systems License that has been issued, and forfeiture of any fees that have been collected.

Once approval has been obtained, the biennial license fee in the amount of \$200, the biennial supervisor certificate fee of \$25, and proof of general liability insurance must be submitted before the license can be activated. Advance payment of the \$200 license fee or \$25 certificate fee in no way affects whether or not an application is approved. In the event a requested license is denied and the biennial fee has been paid, the fee will be refunded. Employee identification cards are required for all payroll trade employees regulated herein who are performing work on a Ft. Collins job site, if the employee is someone other than the license holder or the supervisor certificate holder. Proof of worker's compensation insurance and copies of W-4 forms must be submitted before identification cards will be issued for these employees. Subcontractors and/or independent contractors are required to have their own license with the exception of exempt specialized trade subcontractors (see Page 15 for more information).



fort collins contractor licensing

281 N. College Ave., P.O. Box 580; Fort Collins, CO 80522-0580; Voice: 970 221 6767 FAX: 970 224 6134

SPECIALIZED TRADE CONTRACTOR APPLICATION – ALARM SYSTEMS

Business Name of License Holder: _____

License Holder Name (if desired): _____

Mailing Address: _____

Phone#: _____ Mobile#: _____ FAX#: _____

E-Mail Address: _____

Credential Category (one only – see Contractor Packet for specific requirements):

License Only Supervisor Certificate License & Supervisor Certificate

Contractor licenses currently held: _____

Person(s) designated to be Construction Supervisor(s) [separate applications required for other than License Holder]: _____

Have you or has your firm ever had a contractor license revoked or suspended? _____ Yes _____ No

If yes, please provide details: _____

Continued on Other Side

