

**THE FOLLOWING IS REQUIRED FOR YOUR CITY OF ARVADA MUNICIPAL CONTRACTOR'S  
LICENSE TO BE COMPLETE:**

**\*IF ALL FORMS ARE NOT COMPLETELY FILLED OUT OR CORRECT, YOUR APPLICATION PACKET WILL BE RETURNED.**

**\*IF THIS IS FOR A NEW LICENSE WITH THE CITY OF ARVADA, WE REQUIRE 1 WEEK PROCESSING TIME BEFORE PERMITS WILL BE ALLOWED TO BE PULLED**

**\*IF THIS IS FOR A RENEWAL, IT WILL TAKE 3 DAYS PROCESSING TIME BEFORE PERMITS CAN BE PULLED**

**1. APPLICATION FORM – (ENCLOSED)**

**A. APPLICATION MUST BE PRINTED OR TYPED – APPLICATIONS THAT ARE NOT LEGIBLE WILL BE RETURNED.**

B. PLEASE FILL OUT COMPLETELY AND PROPERLY

C. BE SURE TO FILL IN TYPE OF LICENSE YOU ARE APPLYING FOR (SEE BACK OF APPLICATION FORM)

D. ATTACH CHECK FOR CORRECT LICENSING FEE MADE PAYABLE TO THE CITY OF ARVADA (SEE BACK OF APPLICATION FORM)

**E. MAKE SURE COMPANY NAME IS IDENTICAL ON ALL DOCUMENTS**

F. PLEASE INCLUDE EMERGENCY 24-HOUR PHONE NUMBER

**G. 3 REFERENCES MUST BE LISTED**

H. ON “MC-D” LICENSES, LIST INCLUSIONS OR EXCLUSIONS

I. ON “MC-B” LICENSES, REFER TO #6 BELOW\*

**2. AFFIDAVIT FORM – (ENCLOSED)**

A. PLEASE FILL OUT COMPLETELY - **REQUIRED**

**3. \$20,000 BOND FORM – (ENCLOSED)**

A. ALL BLANK LINES MUST BE FILLED OUT. **AMOUNT OF BOND WILL BE \$20,000**

B. EXPIRATION DATE WILL BE **ONE YEAR** FROM DATE OF BOND ISSUANCE

**C. BONDING COMPANY SEAL IS REQUIRED AS WELL AS POWER OF ATTORNEY**

D. CONTRACTOR SIGNATURE AND BONDING COMPANY AGENT'S SIGNATURE MUST BE INCLUDED

**E. BOND MUST BE ON ORIGINAL CITY OF ARVADA BOND FORM**

F. IF YOU HAVE AN ORIGINAL BOND ON FILE AND IT HAS EXPIRED WE NEED THE CONTINUATION CERTIFICATE.

**4. INSURANCE – (EXAMPLE ENCLOSED)**

A. INSURANCE MUST BE ON ACCEPTABLE FORM ESTABLISHED BY THE RISK MANAGEMENT DIVISION OF THE CITY OF ARVADA, SEE ATTACHED EXAMPLES

B. GENERAL AGGREGATE LIMIT SHALL BE UNLIMITED, OR AT LEAST \$2,000,000.00; THE LIMIT FOR EACH OCCURRENCE SHALL BE NOT LESS THAN \$1,000,000.00

**C. THE CITY OF ARVADA MUST BE INCLUDED AS AN ADDITIONAL INSURED IN THE DESCRIPTION FIELD.**

D. AUTO LIABILITY NOT REQUIRED UNLESS CITY BID PROJECT IS BEING DONE (IF REQUIRED \$1,000,000.00 IS MINIMUM)

E. TYPED OR PRINTED NAME AND SIGNATURE OF AN AUTHORIZED INSURANCE AGENT IS REQUIRED; ALSO DATE OF ISSUANCE OF CERTIFICATE

**5. STATUTORY WORKMEN'S COMPENSATION – REQUIRED**

**6. ENGINEERING CODE OF STANDARDS AND SPECIFICATIONS FOR DESIGN AND CONSTRUCTION OF PUBLIC IMPROVEMENTS BOOK – REQUIRED TO BE ON JOB SITE AT ALL TIMES**

A. THIS BOOK MAY BE PURCHASED AT TIME OF LICENSE APPLICATION FOR \$30 UNLESS YOU HAVE DOWNLOADED A CURRENT BOOK. YOU WILL NEED TO COME TO THE OFFICE TO PICK THIS UP, WE DO NOT MAIL THEM OUT.

**7. \*FOR CLASS MC-B LICENSES ONLY**

A. REQUIRED INFORMATION

1. CAPABILITY STATEMENT (REFERENCES & DOLLAR AMOUNT)

2. EQUIPMENT LIST (MUST INCLUDE SELF-PROPELLED FULL LANE WIDTH PAVERS)

3. ASPHALT JOB MIX FORMULA (FOR EACH TYPE ANTICIPATED FOR USE IN ARVADA)