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 LEGIBILE 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)