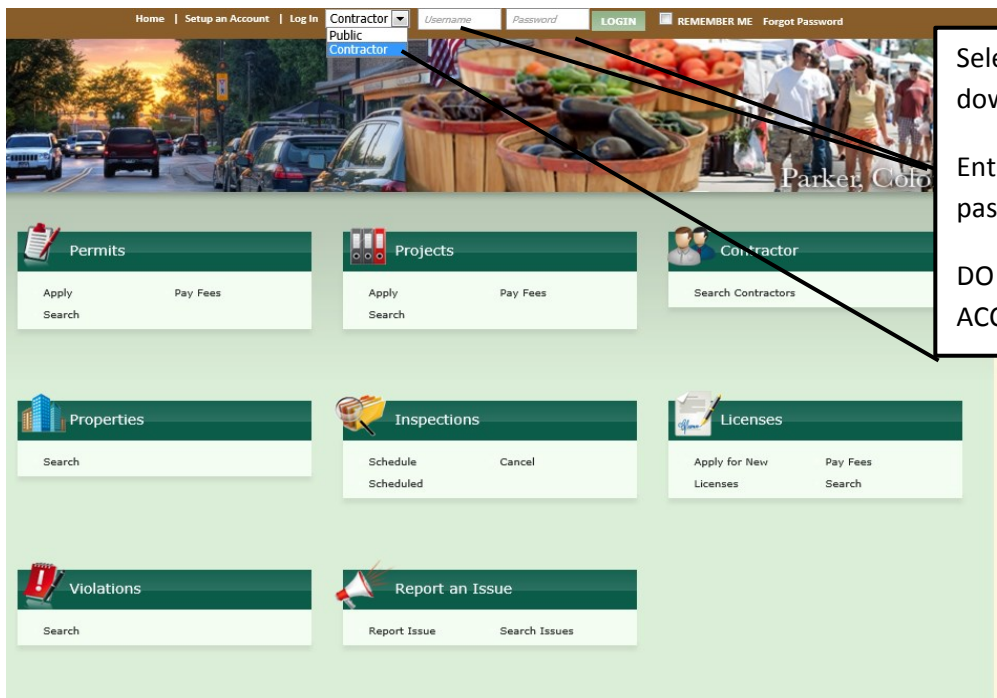# Contractor Registration Information

- Parker has no testing requirements.

- All contractor / sub-contractor registration must be completed / updated prior to the issuance of a building permit.

- Application for Contractor Registration
    - A separate application must be completed if applying for more than one registration type.
    - All applications must be completed online, including all required documents. See instructions below

- Statement of Exemption Form
    - This form must be completed only in the event that your company is exempt with the State of Colorado from Workers Compensation Laws.
    - If your company carries a Workers Compensation policy, we will need a certificate from your insurance provider.

- Affidavit of Lawful Presence
    - Complete and sign the Affidavit of Lawful Presence (CRS Title 24 Article 76.5).
    - Photo ID or a copy of a photo ID (i.e. Driver License) must be included with the Affidavit Form. Your photo ID can be presented in person.

- Insurance Certificates
    - Policy holder/Insured name must match the name being listed as Company Name on the application.
    - Effective/expiration dates must be valid.
    - Single occurrence limits on liability must be at least the minimum amount required as listed in the amendments. Please note that we look at the "Occurrence" area, not the "General Aggregate" on the policy.
    - Parker Building Division must be listed as Certificate Holder on the Certificate. This applies to both liability and Workers Compensation.
    - Certificates must be signed and dated by an agent of the Insurance Company.

ONLINE APPLICATION PROCESS

1. You must be created as a contractor in the TRAKiT system before applying for a contractor registration online. Please contact the Building Department at 303-841-1970 if you do not currently have a contractor login name and password.

    Log on to https://lms.parkeronline.org/eTRAKiT3/

Public
Contractor

Permits
Apply   Pay Fees
Search

Projects
Apply   Pay Fees
Search

Contractor
Search Contractors

Properties
Search

Inspections
Schedule   Cancel
Scheduled

Licenses
Apply for New   Pay Fees
Licenses   Search

Violations
Search

Report an Issue
Report Issue   Search Issues

Select Contractor from the drop down list

Enter your user name and password

DO NOT CREATE A PUBLIC ACCOUNT

My Dashboard

Permits
▸ Apply
▸ Search
▸ Pay Fees

Projects
▸ Apply for New Project
▸ Search Projects
▸ Pay Fees

Contractor
▸ Search Contractors

Properties
▸ Search

Inspections
▸ Schedule
▸ Cancel
▸ Scheduled

Licenses
▸ Apply for New Licenses
▸ Search Licenses
▸ Pay Fees

Violations
▸ Search

Report an Issue
▸ Report Issue
▸ Search Issues

Shopping Cart
▸ Pay All Fees

Hello Gil Rossmiller.
Below is a Dashboard of your current activities.

LINK TO PERMITS

My Open Permit Applications

My Open Project Applications

My Open License Applications

My Active Permits   13 total record(s). ⊞

My Active Inspections   52 total record(s). ⊞

My Active Licenses   2 total record(s). ⊞

After you have logged in click on 'Apply for a New Licenses'

My Dashboard

Permits
▸ Apply
▸ Search
▸ Pay Fees

Projects
▸ Apply for New Project
▸ Search Projects
▸ Pay Fees

Contractor
▸ Search Contractors

Properties
▸ Search

Inspections
▸ Schedule
▸ Cancel
▸ Scheduled

Licenses
▸ Apply for New Licenses
▸ Search Licenses
▸ Pay Fees

Violations
▸ Search

Report an Issue
▸ Report Issue
▸ Search Issues

Shopping Cart
▸ Pay All Fees

License Application

STEP 1 ENTER LICENSE INFORMATION   **STEP 2**   STEP 3

License Information

Type	CONTRACTOR	**SubType**	ELECTRICAL
Licensee Name			ELECTRICAL / PLUMBING / MECHANICAL / ROOFING / BUILDING A / BUILDING B / BUILDING C / BUILDING D
Type of Ownership		**State Sales Number**	
Trade Name		**Registered Manager**	
Local Liquor License #		**State Liquor License #**	
Food Requirements		**Hours of Operation**	

CANCEL   NEXT STEP

> Select contractor from the drop down list

> Select the appropriate sub type from the drop down list

> Use your Company Name Here All other fields can be left blank
>
> Click next step at the bottom of the page.

My Dashboard

Permits
▸ Apply
▸ Search
▸ Pay Fees

Projects
▸ Apply for New Project
▸ Search Projects
▸ Pay Fees

Contractor
▸ Search Contractors

Properties
▸ Search

Inspections
▸ Schedule
▸ Cancel
▸ Scheduled

Licenses
▸ Apply for New Licenses
▸ Search Licenses
▸ Pay Fees

Violations
▸ Search

Report an Issue
▸ Report Issue
▸ Search Issues

Shopping Cart
▸ Pay All Fees

License Application

STEP 1   **STEP 2** ADDRESS/CONTACT   STEP 3   STEP 4

Application for a CONTRACTOR License

License Address

Enter all or part of the address and press search

[   ] SEARCH   NOT LISTED

Select address below

Print Name As	Gil the Builder
Email Address	grossmiller@parkeronline.org
Phone	(303) 841-1970
Fax	(303) 840-8592
Emergency	(__) ___-____

> If your business address is NOT in Parker Do Not enter any number just select the SEARCH button and then the NOT LISTED button
>
> If your business address is in Parker enter your address number only and then select the SEARCH button and select the correct address

STEP 2 — ADDRESS/CONTACT

Application for a CONTRACTOR License

License Address

Address Lookup

Street Number	12345	City	nowhere
Street Name	anywhere	State	co
Suite		Zip	80138 -

Print Name As	Gil the Builder
Email Address	grossmiller@parkeronline.org
Phone	(303) 841-1970
Fax	(303) 840-8592
Emergency	(__) __-___

Mailing Address

☑ Same as License Address

Street Number	12345	City	nowhere
Street Name	anywhere	State	co
Suite		Zip	80138 -

> Check if mailing is the same as license. The remaining fields can be left blank.
>
> Select next step at the bottom of the page

My Dashboard

License Application

STEP 3 — REVIEW AND SUBMIT

Application for a CONTRACTOR License

Review the information below prior to submitting the application

License Information   EDIT

Type	CONTRACTOR
Subtype	BUILDING C
Licensee	Gil the Builder
Type of Ownership	
State Sales Tax Number	
Trade Name	
Registered Manager	
Local Liquor License #	
State Liquor License #	
Food Requirements	
Hours of Operation	

License Address   EDIT

12345 anywhere
nowhere, co 80138

Print Name As	Gil the Builder
Email Address	grossmiller@parkeronline.org
Phone	(303) 841-1970
Fax	(303) 840-8592

Mailing Address   EDIT

12345 anywhere
nowhere, co 80138

Contacts   EDIT

Applicant Information

> Check your information
>
> Select next step at the bottom of the page

Navigation (sidebar):

Permits — Apply, Search, Pay Fees
Projects — Apply for New Project, Search Projects, Pay Fees
Contractor — Search Contractors
Properties — Search
Inspections — Schedule, Cancel, Scheduled
Licenses — Apply for New Licenses, Search Licenses, Pay Fees
Violations — Search
Report an Issue — Report Issue, Search Issues
Shopping Cart — Pay All Fees

My Dashboard

Permits
▸ Apply
▸ Search
▸ Pay Fees

Projects
▸ Apply for New Project
▸ Search Projects
▸ Pay Fees

Contractor
▸ Search Contractors

Properties
▸ Search

Inspections
▸ Schedule
▸ Cancel
▸ Scheduled

Licenses
▸ Apply for New Licenses
▸ Search Licenses
▸ Pay Fees

Violations
▸ Search

Report an Issue
▸ Report Issue
▸ Search Issues

Shopping Cart
▸ Pay All Fees

License Search

Search By: [License Number ▼] [Begins With ▼] [_____] [SEARCH]   Click here for search examples

License #CL14-0007

| License Info | Additional Info | Site Info | Contacts | Fees $0.00 | Inspections | Chronology | Cond ▸ |

License No: CL14-0007
Licensee Name: Gil the Builder
Type: CONTRACTOR
SubType: BUILDING C
Type of Ownership
Status: APPL RECEIVED
Issued:
License Expire:
Applied: 7/1/2014

> **Click on View License**
>
> **Then return to your dashboard**

My Dashboard

Permits
▸ Apply
▸ Search
▸ Pay Fees

Projects
▸ Apply for New Project
▸ Search Projects
▸ Pay Fees

Contractor
▸ Search Contractors

Properties
▸ Search

Inspections
▸ Schedule
▸ Cancel
▸ Scheduled

Licenses
▸ Apply for New Licenses
▸ Search Licenses
▸ Pay Fees

Violations
▸ Search

Report an Issue
▸ Report Issue
▸ Search Issues

Shopping Cart
▸ Pay All Fees

Hello Gil Rossmiller.
Below is a Dashboard of your current activities.

[LINK TO PERMITS]

My Open Permit Applications   1 total record(s). [+]

My Open Project Applications   1 total record(s). [+]

My Active Permits   13 total record(s). [+]

My Active Inspections   52 total record(s). [+]

My Active Licenses   4 total record(s). [−]

LICENSE NO.	ADDRESS	TYPE	STATUS	FEES DUE		RENEW
CL14-0003	20120 E MA...	CONTRACTOR	APPL RECEIVED	$0.00	📎	
CL14-0005		CONTRACTOR	APPL RECEIVED	$0.00	📎	
CL14-0006		CONTRACTOR	APPL RECEIVED	$0.00	📎	
CL14-0007	12345 anyw...	CONTRACTOR	APPL RECEIVED	$0.00	📎	

> **Click on the Paper Clip to attach all required documents, insurance certificates etc.**
>
> **We will review the application and set the status to ACTIVE when the review is complete.**