

**SUBJECT: ORDINANCE NO. 1895, SERIES 2025; AN ORDINANCE
AMENDING LOUISVILLE MUNICIPAL CODE CHAPTER 5.12
CONCERNING CONTRACTOR LICENSES – 1st READING AND
SET PUBLIC HEARING FOR MAY 20, 2025**

DATE: MAY 6, 2025

**PREPARED BY: ROB ZUCCARO, AICP, COMMUNITY DEVELOPMENT DIRECTOR
CHAD ROOT, CHIEF BUILDING OFFICIAL**

PRESENTED BY: ROB ZUCCARO, AICP, COMMUNITY DEVELOPMENT DIRECTOR

SUMMARY:

Presented for Council approval is an ordinance amending the City's contractor licensing requirements. The purpose of the amendments are to: 1) allow the City to verify that a contractor holds general liability insurance, 2) update license testing requirements to align with the 2018 Edition of the International Code Series or later, 3) allow the City to require that the license supervisor be on-site during scheduled inspections if needed, 4) require licensed contractors to have a copy of their State license available during inspections, and 5) grant the building official the authority to issue a stop work order for any violations of the licensing requirements.

BACKGROUND / PRIOR DISCUSSIONS:

The City began requiring contractor licensing in 2006. In 2013, the City adopted the current contractor licensing regulations by Ordinance No. 1653, Series 2013. There have been no changes to the licensing regulations since their adoption in 2013.

ANALYSIS:

The proposed amendments are intended to provide updates and clarifications to the current standards to ensure the licensing standards can be implemented more effectively. The City maintains minimum licensing standards to protect property owners and business owners who hire contractors by ensuring that contractors hold minimum qualifications, have appropriate supervision of subcontractors, operate in accordance with adopted laws, and maintain general liability insurance. The City's Building Code Board of Appeals has the authority to review and revoke licenses if there are violations of the City's codes or licensing standards by a licensed contractor.

The City's current regulations only require a statement by a contractor as part of the licensing application that they will maintain general liability insurance. However, the City does not have any authority to request proof of insurance as part of an application process or while the contractor holds a license if concerns arise. Staff finds that these regulations do not provide adequate protection for property owners and business owners who hire contractors to complete work on their behalf.

Based on State Plumbing Board and Electrical Board regulations, the City is obligated to ensure that contractors hold appropriate State electrical and plumbing licenses. The proposed ordinance grants authority to the City's inspectors to ask for proof of such licenses during inspections. The proposed ordinance also requires a designated supervisor to be on-site during an inspection, if requested by the City. This requirement will help ensure better communication between the City's inspectors and the licensed contractor responsible for the work.

Other updates will align the testing standards for licensing with the current code series adopted by the City and include other minor updates to the licensing standards to ensure consistency with the City's codes and administrative policies for administering permits.

2025 COUNCIL WORK PLAN:

Consideration of updates to the City's contractor licensing standards was not identified in the City Council's 2025 Workplan. From an EDI lens, this amendment will help to ensure all residents have access to licensed contractors with minimum qualifications and liability insurance.

FISCAL IMPACT:

Budgeted?: Not Applicable

Fees are collected for contractor licensing to cover the cost of administration. Staff is not recommending any changes to the current contractor licensing fees.

ALTERNATIVE(S):

Alternatives Include:

- Adopting the ordinance as drafted;
- Maintaining the current code language with no changes; and
- Directing staff on different amendments desired by Council.

RECOMMENDATION:

Staff recommends approval of Ordinance 1895, Series 2025 on first reading and setting the public hearing for May 20, 2025.

ATTACHMENT(S):

1. Ordinance 1895, Series 2025
2. Staff Presentation

**ORDINANCE NO. 1895
SERIES 2025**

**AN ORDINANCE AMENDING LOUISVILLE MUNICIPAL CODE CHAPTER 5.12
CONCERNING CONTRACTOR LICENSES**

WHEREAS, the City previously adopted Chapter 5.12 of the Louisville Municipal Code, which sets forth requirements concerning the licensing of contractors performing work in the City; and

WHEREAS, City Council desires to make certain amendments to the City's contractor licensing requirements.

NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF LOUISVILLE, COLORADO:

Section 1. Section 5.12.010.C of the Louisville Municipal Code is hereby amended to read as follows (words added are underlined; words deleted are ~~stricken~~):

Sec. 5.12.010. License or registration required.

C. *Contractor defined.* For purposes of this chapter, "contractor" means a person, corporation, limited liability company, partnership, association or other organization or entity of any type, or any combination thereof, who, by themselves or by or through others, and for a fixed fee, sum, price, percentage, bonus or compensation of any kind other than actual wages paid by a licensed contractor authorized to perform the work involved, undertakes or offers to undertake or purports to have the capacity to undertake any work requiring a building permit. ~~described under section 15.17.070, classification of licenses and registration.~~ Homeowners residing onsite and doing work on their personal, primary residence are not considered contractors and are not required to obtain a contractor license.

Section 2. Section 5.12.020.D of the Louisville Municipal Code is hereby amended to read as follows (words added are underlined; words deleted are ~~stricken~~):

Sec. 5.12.020. Application and fee.

D. The City does not require proof of general liability insurance at the time of license application, but the City reserves the right to require a licensee to submit proof of general liability insurance during the term of the license. By signing the contractor's license application, the applicant ~~is stating~~ shall attest that they will maintain general liability insurance as will the subcontractors they hire.

Section 3. Sections 5.12.040.A and C of the Louisville Municipal Code are hereby amended to read as follows (words added are underlined; words deleted are ~~stricken~~):

Sec. 5.12.040. General contractor license (A, B and C).

A. A general contractor license (A, B or C) is authority to perform certain skills and is issued by the City upon receipt of the successful completion of an examination administered by the International Code Council covering the ~~2000~~ 2018 Edition or later codes. This license is not transferable.

C. Examinations. All applicants for General A, B, and C license will be required to take and pass the International Code Council test covering the ~~2000~~ 2018 Edition or later codes.

Section 4. Section 5.12.050 of the Louisville Municipal Code is hereby amended to read as follows (words added are underlined; words deleted are ~~stricken~~):

Sec. 5.12.050. Licensed supervisors.

A. Every supervisor ~~required~~ for a particular license in section 5.12.070 shall, upon demonstrating successful completion of an examination administered by the International Code Council covering the ~~2000~~ 2018 Edition or later codes, be specified on the license as the supervisor. Said supervisor shall be entitled to perform and supervise the work in the particular skill for which ~~he~~ the supervisor is qualified. The license shall be specific to that supervisor and shall not be transferable to another person.

B. The supervisor shall actively supervise the workers of the licensee for whom the holder is employed in accordance with this chapter.

C. The supervisor must be on the job site during scheduled inspections if request by the City.

Section 5. Section 5.12.060 of the Louisville Municipal Code is hereby amended to read as follows (words added are underlined; words deleted are ~~stricken~~):

Sec. 5.12.060. Supervisor required.

A. ~~Where required for the specific classification of licensure~~ When the licensee is not an individual, each licensee shall have in its employ a supervisor who holds the requisite qualifications for that particular license.

B. The license shall be valid only as long as the named supervisor remains in the employ of the licensee in an active, full-time capacity. "Active, full-time capacity" shall mean that the supervisor shall be available at the local office of the company, at home, or at the job site within a reasonable period of time.

C. The supervisor shall take an active role in supervising and reviewing all work performed and materials used by the licensee in the process of construction. If the supervisor leaves the employ of the licensee, the licensee shall notify the city within three working days. Failure of the licensee to so notify the city shall be cause for suspension or revocation of the license. The licensee shall be required to obtain a qualified supervisor within 30 working days after the date the supervisor leaves the employ of the licensee. If a supervisor is not obtained within the 30-working-day period, the license shall be deemed suspended until the supervisor is obtained and the city notified.

D. ~~If the licensee is an individual, the licensee also may qualify as the supervisor for that license, after any required examination.~~

Section 6. Section 5.12.060.A of the Louisville Municipal Code is hereby amended to read as follows (words added are underlined; words deleted are ~~stricken~~):

Sec. 5.12.070. Classification of licenses and registration.

The City does not have reciprocating licensing agreements with other jurisdictions. The City will honor and does require test results from a national test (International Code Council 2000 2018 or better) for General Building Contractor Class A, B, or C. The classifications of licenses and registrations, their requirements and the privileges thereunder are as follows:

TYPE	CLASS	REQUIREMENTS	ALLOWED TO PERFORM
GA G11-N	General Building Contractor CLASS "A" – <u>Commercial and Multi Family</u>	Provide passing test results of the ICC National Standard Building Contractor "A"; <u>maintain general liability insurance</u>	Unlimited Construction
GB <u>G12-N</u>	General Building Contractor CLASS "B" – <u>Commercial and Multi Family</u>	Provide passing test results of the ICC National Standard Building Contractor "B"; <u>maintain general liability insurance</u>	Limited Commercial including New and Additions under 5,000 sq. ft. and all Tenant Finishes Unlimited Residential

GC G-13-N	General Building Contractor CLASS "C" <u>– Residential</u>	Provide passing test results of the ICC National Standard Building Contractor "C"; <u>maintain general liability insurance</u>	Residential One and Two Family New, Remodeling and additions
D	General Building Contractor CLASS "D"	<u>Maintain general liability insurance</u>	All other contractors doing work including but not limited to; excavating, decks, pergolas, fences, roofing, windows, siding, <u>insulation</u> , <u>Energy Raters</u> , concrete, masonry, elevators and signs
P	Plumbing Contractor	Provide copy of Colorado Masters Plumbing License <u>State and Driver's Licenses</u> ; <u>maintain general liability insurance</u>	Unlimited Plumbing and Gas Piping Installation
M G31-N	Mechanical Contractor	No requirements <u>Provide passing test results of the ICC Journeyman Mechanical-G31-N;</u> <u>maintain general liability insurance</u>	Unlimited Mechanical installation including water heater replacement
PM	Plumbing and Mechanical Contractor	Provide copy of Colorado Masters Plumbing License; <u>State and Driver's Licenses</u> ; <u>and passing test results of the ICC- Journeyman Mechanical G31-N;</u> <u>maintain general liability insurance</u>	Unlimited Plumbing and Gas Piping installation and Mechanical installation.
S	Solar Contractor	Must have licensed electrician with copy of Masters, State and Driver's Licenses <u>Provide a copy of Colorado Masters Electrical License;</u>	Solar installation and repair

		<u>maintain general liability insurance</u>	
E	Electrical Contractor	Provide copy of Colorado Masters Electrical License State and Driver's Licenses ; <u>maintain general liability insurance</u>	Unlimited Electrical

Section 7. Section 5.12.100.B of the Louisville Municipal Code is hereby amended to read as follows (words added are underlined; words deleted are ~~stricken~~):

Sec. 5.12.100. Safety standards generally.

B. It shall be unlawful for a contractor to be careless or negligent in ~~obtaining~~ implementing minimum safety measures, including appliances, apparatus, ~~and equipment, and cleanliness,~~ to protect workers and the public.

Section 8. Chapter 15.12 of the Louisville Municipal Code is hereby amended by the addition of a new Section 15.12.115 to read as follows:

Sec. 5.12.115. Proof of State license required.

Contractors who are required to have a State license shall have a copy of their State license in their possession during scheduled inspections and shall present the license when requested by the building official or designee. Failure to provide such proof will result in a failed inspection and the assessment of a re-inspection fee in accordance with the fee schedule adopted by resolution of the City Council.

Section 9. Chapter 15.12 of the Louisville Municipal Code is hereby amended by the addition of a new Section 15.12.135 to read as follows:

Sec. 5.12.135. Stop work order.

The building official or designee may issue a stop work order to any contractor who is in violation of any provision of this chapter. After a stop work order is issued, no work shall be commenced until all required licenses, permits, and inspections have been obtained or the required proof of general liability insurance has been provided. The City may assess a fee for working without a

permit in accordance with the fee schedule adopted by resolution of the City Council.

Section 10. Section 5.12.140.B of the Louisville Municipal Code is hereby amended to read as follows (words added are underlined; words deleted are ~~stricken~~):

Sec. 5.12.140. Suspension and revocation.

B. The building official may upon the building official's ~~his~~ own motion, and shall upon the verified complaint in writing of any person, require any person licensed or registered under this chapter to appear before the building code board of appeals for a hearing upon a minimum of five days written notice, which notice shall be personally served or mailed to the last known address of the person as set forth in the records of the city.

Section 11. If any portion of this ordinance is held to be invalid for any reason, such decision shall not affect the validity of the remaining portions of this ordinance. The City Council hereby declares that it would have passed this ordinance and each part hereof irrespective of the fact that any one part be declared invalid.

Section 12. The repeal or modification of any provision of the Municipal Code of the City of Louisville by this ordinance shall not release, extinguish, alter, modify, or change in whole or in part any penalty, forfeiture, or liability, either civil or criminal, which shall have been incurred under such provision, and each provision shall be treated and held as still remaining in force for the purpose of sustaining any and all proper actions, suits, proceedings, and prosecutions for the enforcement of the penalty, forfeiture, or liability, as well as for the purpose of sustaining any judgment, decree, or order which can or may be rendered, entered, or made in such actions, suits, proceedings, or prosecutions.

Section 13. All other ordinances or portions thereof inconsistent or conflicting with this ordinance or any portion hereof are hereby repealed to the extent of such inconsistency or conflict.

**INTRODUCED, READ, PASSED ON FIRST READING AND ORDERED
PUBLISHED THIS 6TH DAY OF MAY, 2025.**

**PUBLIC HEARING AND SECOND READING WILL BE THE 20th DAY OF MAY,
2025, AT 6:00 P.M. AT LOUISVILLE CITY HALL, 749 MAIN STREET, LOUISVILLE,
CO 80027.**

Christopher M. Leh, Mayor

ATTEST:

Genny Kline, Interim City Clerk

APPROVED AS TO FORM:

KELLY PC

By: Melinda Culley
Melinda Culley (May 1, 2025 16:40 MDT)

Melinda Culley, Deputy City Attorney

**PASSED AND ADOPTED ON SECOND AND FINAL READING, THIS ____ DAY
OF ____, 2025.**

ATTEST:

Christopher M. Leh, Mayor

Genny Kline, Interim City Clerk

City Council 1st Reading

May 6, 2025

ORDINANCE NO. 1895, SERIES 2025 AN ORDINANCE AMENDING LOUISVILLE MUNICIPAL CODE CHAPTER 5.12 CONCERNING CONTRACTOR LICENSE – 1ST READING AND SET PUBLIC HEARING FOR MAY 20, 2025

Presented by:

Rob Zuccaro, Community Development Director



Background

- City began contractor licensing program in 2006
- Last updated licensing code in 2013
- Proposed amendments are to address staff-identified issue with current licensing process and improve inspection processes



Proposal

- Allows City to verify that contractors hold general liability insurance
- Updates licensing test requirements to 2018 International Code Series or later
- Allows City to require that license supervisor be on site for inspections if needed
- Requires State-licensed electrical and plumbing contractors to have their State license available during inspections
- Authorizes the Building Official to issue a stop work order if there is a violation of licensing requirements

Staff Recommendation

- Staff recommends approval on First Reading and setting the public hearing for May 20, 2025 at 6pm.