



Top 10 Most Common Licensing Mistakes

1. People not having an accurate certificate of insurance (COI) for re-roofing work or explosion collapse and underground insurance (XCU) for wrecking. The name of the insured must match the name of the company on your application/license/registration EXACTLY.
2. Applying for the wrong license type. People should look at Chapter 2 of the Regional Building Code to make sure they are applying for the right license.
3. Not notifying RBD of business changes. If you are a new business and/or make any changes to an existing business it is important to update the info with RBD.
4. Wrong name on the application. The name registered with RBD needs to match the name on file with the Secretary of State, including Doing Business As (DBA) names. This is true for insurance, applications, and contracts.
5. Wrong information on an application. It must be the license applicant's information, not the GM's or business details.
6. Submitting test results that aren't accepted. The Department accepts ICC National Standardized or ICC Colorado Standard (where applicable) exams taken and passed on or after January 1, 2016. No out-of-state exams will be accepted. See ICC Testing for more information.
7. Submitting old tests. RBD only accepts the 2009 or later ICC standard tests, as adopted per code 2011 through 2017 edition as amended.
8. Ignoring the bubbles on the contractor dashboard. Please stay up to date on all of your insurance info. The bubble alerts are there to help you, so don't ignore them.
9. Contractors giving their ID and/or portal login to too many people. Your contractor id and portal login should be kept private.
10. Submitting renewal forms without a notary. All licensing renewal forms must be notarized unless completed directly in front of RBD employees.