

2025 Contractor License

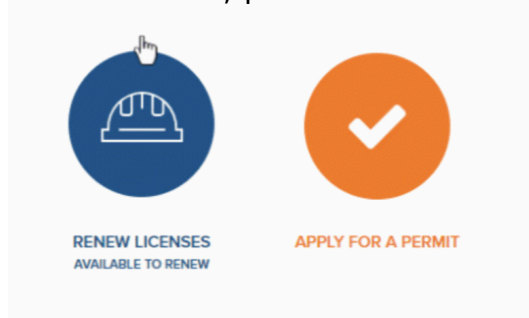
Online Application & Renewal Process

For additional information regarding the application process, or navigating Community Core please reach out to the Building Department at 970-821-5078, staff is ready to assist you.

Contractor Renewals

Contractor's who have an existing account in Community Connect can renew licenses from the homepage by selecting the 'Renew License' icon on the dashboard or selecting 'Licenses' on the left side of the screen.

- Administrator Users will only have access to renew online through Community Core. If you need to be added as an Administrative User, please email Building@wellingtoncolorado.gov.



Contractor's with a physical location in Town - NEW 2025

If the business's physical address is located within town limits, a Contractor must also complete a Business License Application for their business. For our **Step-by-Step Guide for Business Licensing** in the Town, please visit the Business License page on Town's website or scan the QR Code below.



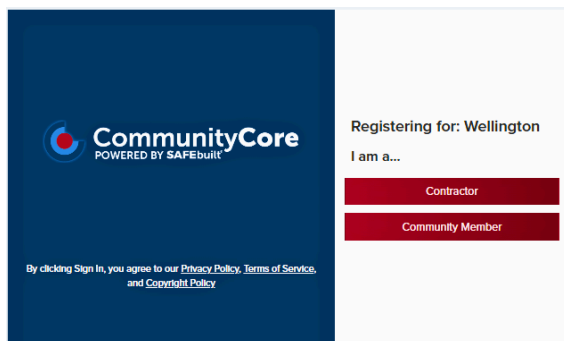
- This will be completed by selecting one of the two options based on the business's physical address:
 - General Business License - Physically located in Town
 - General Business License - Home Occupation

A business license can take up to 30 days, however the majority are processed between 5 – 10 business days.

First time Registration - New Account in Community Core

From the Town's Contractor website register an online account at;

<https://app.communitycore.com/app/account/register/a0f07a71-5fb1-4a60-8080-4884f7cbab5b/select-user-type?name=Wellington>



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Online Application & Renewal Process

Step One

Enter Company Name and General Information to begin the application process.

CommunityConnect
POWERED BY SAFESuite

Contractor Registration for Krypton Training Site
Email: communitycoresm+plu@gmail.com

1 Enter Company name — 2 Confirm Company — 3 Requirements — 4 Profile Information — 5 Confirmation

Company Name
Schutte Beets and Buildings

Select one or more trades
☒ Building ☐ Electric ☐ Engineering ☐ Fire ☐ Mechanical ☐ Other ☐ Planning ☐ Plumbing ☐ Silly ☐ Zoning

Select licenses to apply for
☐ Electrical - Contractor's License ☐ Fire Contractor ☒ General License ☐ HVAC License ☐ Plumbing License

Continue

Step Two

Enter and upload registration requirements by selecting the 'upload documents' button in blue.

- Certificate of Liability Insurance with the Town of Wellington listed as the Certificate Holder.
- Electrical and Plumbing Contractors are required to provide copies of their State Contractor License, designated individual for the State Masters License, as well as state issued identification for the contemporaneous review pursuant to Section 12-155-120(1) and (10), effective January 1, 2020.

CommunityConnect
POWERED BY SAFESuite

Contractor Registration for Krypton Training Site
Email: communitycoresm+second@gmail.com

1 Enter Company name — 2 Confirm Company — 3 Requirements — 4 Profile Information — 5 Confirmation

Registration Requirements

ID
Upload image of your photo ID
Upload Document

Back Continue

Step Three

Enter Profile Information to begin the application process.

CommunityConnect
POWERED BY SAFESuite

Contractor Registration for Krypton Training Site
Email: communitycoresm+plu@gmail.com

1 Enter Company name — 2 Confirm Company — 3 Requirements — 4 Profile Information — 5 Confirmation

Tell us about you

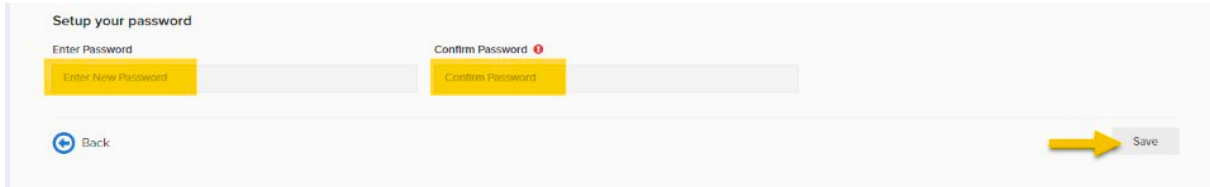
First Name
Dwight K

Last Name
Schutte

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Final Review and Password Setup

A screenshot of a web form titled "Setup your password". It contains two input fields: "Enter Password" and "Confirm Password". The "Enter Password" field has a yellow button labeled "Enter New Password" below it. The "Confirm Password" field has a yellow button labeled "Confirm Password" below it. There is a red error icon next to the "Confirm Password" label. At the bottom left is a blue circular arrow icon with the text "Back". At the bottom right is a yellow arrow pointing right with the text "Save".

After submitting application, what's next?

Your registration will be reviewed by the Building Department as either;

- Accepted and processed by the Town.
 - You will receive a emailed invoice once your application has been reviewed and processed.
- Returned for additional information required
- Notice of denial with reason provided.

Processing Timeline

The Town reserves 1-3 business days to process a Contractor License. Applications are accepted based on the completeness of the submitted information. Applications submitted the required information or credentials will be deemed incomplete and returned to the applicant.

Invoicing & Forms of Payment Accepted

- Invoices for 2025 Contractor Licenses will be available for payment online after January 1, 2025.
- Debit, Credit & Electronic Check payment is accepted online through Community Core.
 - Unfortunately, the Town cannot accept payments over the phone.
- Check Payments can be mailed to P.O. Box 127 Wellington CO 80549 Attn: Building Department.

Additional Information

Contractor license fees will not be assessed until January 1, 2025. Existing licenses for the 2024 calendar year will be granted a 31-day extension period to complete the registration process following December 31st, 2025, expiration.

Accounts that are not paid within the 31-day grace period will be changed to 'Inactive' accounts limiting permitting access in Community Core.

Once payments are processed by the Town, the license will be generated and available to download directly from the Community Core portal.

- Physical Contractor Licenses can be made available upon request to the Building Department at Building@wellingtoncolorado.gov.