

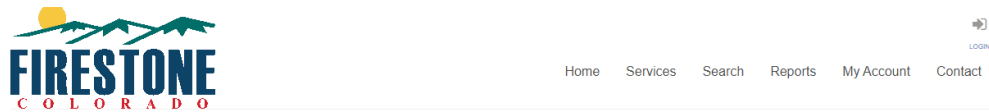


Town of Firestone • Contractor Licenses
How to Register for the Citizenserve Portal & How to Apply for a Contractor License

<https://www.citizenserve.com/firestoneco>

#1

Only register the business one time. In order to create a login, click on register now and fill in the fields with the business information. As a company, if you have a generic email address that is what should be used to register. All users from the same company will use the same login. The login is connected to the permits, inspections, etc.



LOGIN
Home / My Account / Login

Already have an account?

User Name:

Password:

Remember my username and password

[FORGOT YOUR USERNAME →](#)

[FORGOT YOUR PASSWORD →](#)

New to our Portal?

If this is your first time using our portal you'll need to register first. Registering is quick, click the link below to get started.

[REGISTER NOW →](#)



First time user click “Register Now”

#2

Select the proper Registration Type: Contactor is anyone performing work in the Town of Firestone, Business Owner/Manager is anyone conducting business in the Town of Firestone, Homeowner is anyone performing work on their primary residence.

Registration Type:

Email:

Confirm Email:

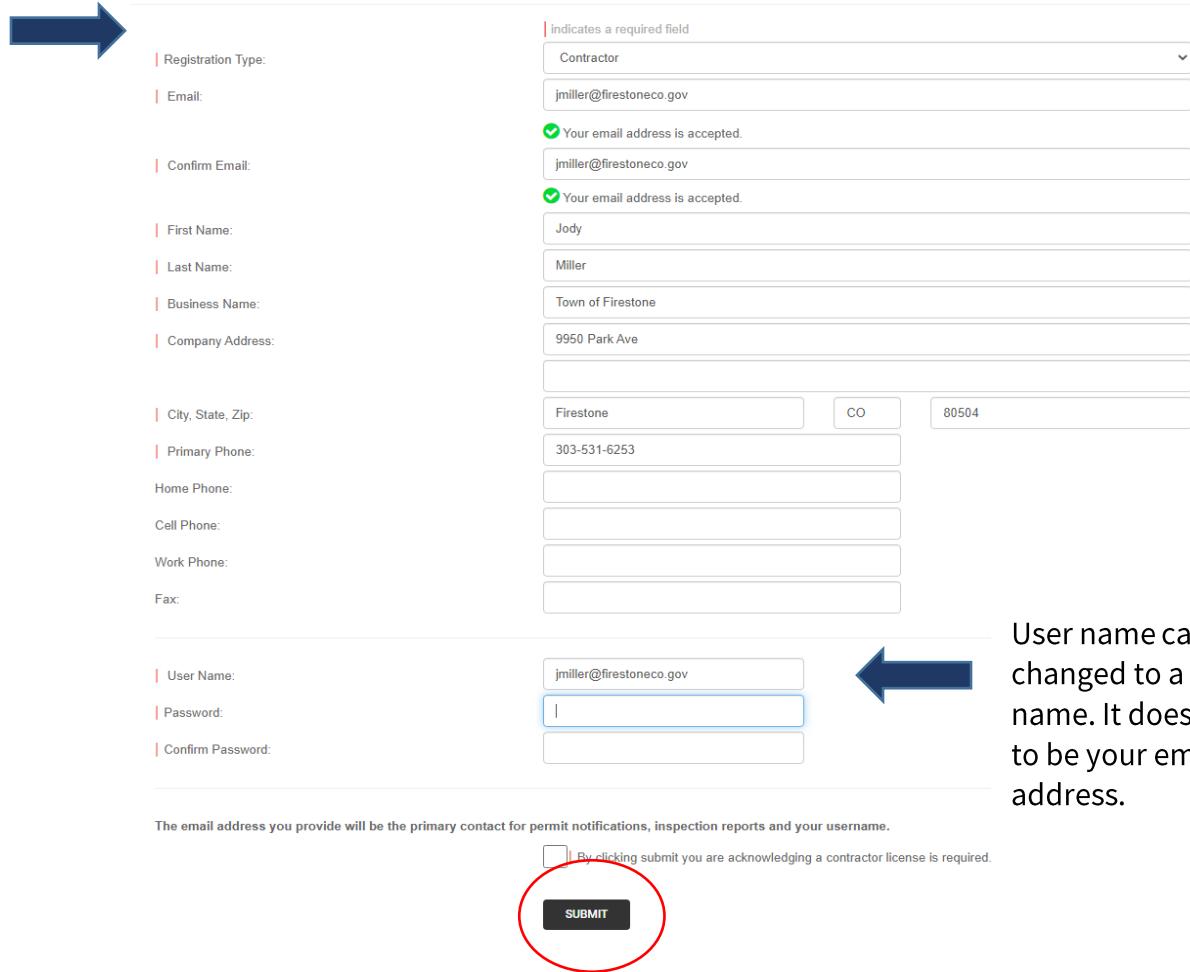
indicates a required field

Contractor
Business Owner/Manager
Contractor
Homeowner



#3

Complete all of the required fields. The email address entered here will be the email that receives **all** communication pertaining to the permit, inspections, etc.



The image shows a registration form with several fields. A blue arrow points to the 'Registration Type' dropdown menu, which is set to 'Contractor'. Another blue arrow points to the 'User Name' field, which contains the email address 'jmilller@firestoneco.gov'. A red circle highlights the 'SUBMIT' button at the bottom of the form. The form includes fields for Email, Confirm Email, First Name, Last Name, Business Name, Company Address, City, State, Zip, Primary Phone, Home Phone, Cell Phone, Work Phone, and Fax. There are also green checkmarks indicating that the email address is accepted.

Registration Type: Contractor

Email: jmilller@firestoneco.gov

Confirm Email: jmilller@firestoneco.gov

First Name: Jody

Last Name: Miller

Business Name: Town of Firestone

Company Address: 9950 Park Ave

City, State, Zip: Firestone CO 80504

Primary Phone: 303-531-6253

Home Phone:

Cell Phone:

Work Phone:

Fax:

User Name: jmilller@firestoneco.gov

Password:

Confirm Password:

The email address you provide will be the primary contact for permit notifications, inspection reports and your username.

By clicking submit you are acknowledging a contractor license is required.

SUBMIT

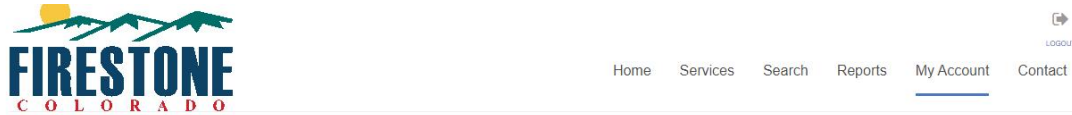
User name can be changed to a unique name. It does not have to be your email address.

After registering and creating a login, you can now apply for a contractor license.

<https://www.citizenserve.com/firestoneco>

#4

Go to the main portal page, and click on “**My Account**” and submit your login credentials.



MY ACCOUNT

Home / My Account

- View my requests
- Update my information
- Logout

Welcome to your online account Jo Mill!

You can review your submittals, pay fees or submit new requests through our online services listed below. If you have any questions please view the [Contact Page](#) for departmental contact information.

Online Services:



BUSINESS LICENSING

Learn when you need a license, submittal requirements and apply online.

[APPLY FOR A LICENSE →](#)
[GO TO LICENSING →](#)



CONTRACTOR LICENSING

Learn when you need a license, submittal requirements and apply online.

[APPLY FOR A LICENSE →](#)
[GO TO LICENSING →](#)

#5

Click on “**Apply for a License**” under Contractor Licensing.

COLORADO

APPLY FOR A LICENSE

Home / Services / Licensing / Apply for a license

#6

License Type:

Indicates a required field

- Business License
- Contractor License - Class A
- Contractor License - Class B
- Contractor License - Class C
- Contractor Registration - Electrician Only

Select the Contractor License type. **PLEASE NOTE:** Town staff cannot change the license type once the application has been submitted. Please be sure to apply for the proper license type: Class A, Class B, Class C or Electrician.

View descriptions of each license type here: <https://www.firestoneco.gov/98/Contractor-Licenses>

#7

Fill in all required fields and upload all required documents. Once finished, click submit. You will receive a confirmation to the email address on file. Please check your junk/spam email inbox if you do not receive an email.

The application will be reviewed for completeness. Once reviewed, a payment request will be sent to your email address.

APPLY FOR A LICENSE
Home / Services / Licensing / Apply for a license

indicates a required field

Application Type: Contractor License - Class A

Sub Type: Class A - General Building Contractors (all encompassing except electrical and/or plumbin

Business Name: Firestone

Address: 9950 PARK AVE
FIRESTONE CO 80504

Parcel #: 131118203002

Property Owner: FIRESTONE TOWN OF

[ENTER A DIFFERENT ADDRESS →](#)

Business Information

Application type: **New - never registered in the Town of Firestone**

Is the mailing address different than the physical address?: Renewal - previously registered in the Town of Firestone

Owner Name:

Contact Name:

Local Office Phone:

Contact Phone:

Contact Email:

Business Web Address:

Type of Contractor Other

Insurance Information

Instructions for attaching multiple files: When you open the folder where the files are stored, select one and then press and hold the Ctrl Key down while you click each file you want to attach. When you are finished click the Open Button and all of the selected files will be attached.

The Town of Firestone requires General Liability Insurance and proof of Workers Comp Insurance (if you provide it) with the Town listed as both the Additional Insured and Certificate Holder. Licenses will not be processed without this information.

Upload a copy of your General Liability Insurance:

General Liability Insurance Expiration Date:

Is your business exempt from providing Worker's Comp insurance?:

Acknowledgement & Electronic Signature

By signing below, you have read and agree to abide by the Town of Firestone Municipal Code and all Ordinances and Regulations.

Signature:

PLEASE NOTE: use the full business name, as registered with the State.

← Under application type, select **"New"**