

**ONSITE WASTEWATER TREATMENT SYSTEM CONTRACTOR
LICENSE - Application and Instructions**

In accordance with Colorado state law, the Jefferson County Public Health is required to verify that persons applying for certain licenses are **LAWFULLY PRESENT in the United States. Please use Department **FORM A** to document this requirement.**

USE THIS PACKET TO APPLY FOR A LICENSE TO INSTALL, REPAIR AND RENOVATE ONSITE WASTEWATER TREATMENT SYSTEMS (OWTS) IN JEFFERSON COUNTY COLORADO. ONLY ONE EMPLOYEE OF A FIRM IS REQUIRED TO HOLD AND MAINTAIN A SYSTEM CONTRACTOR LICENSE.

INSTRUCTIONS

- The test is based upon your knowledge of the Jefferson County Onsite Wastewater Treatment System Regulations as well as your ability to interpret engineering designs. The test is OPEN BOOK. You may purchase a copy of the Regulations for \$10.00 (hard copy or CD-ROM) or review them online at: <https://www.jeffco.us/DocumentCenter/View/1673/2018-Onsite-Wastewater-Treatment-System-Regulations-PDF>
- Minimum passing grade is 70%. If you receive less than 70% you must meet with the test coordinator to discuss your answers. Depending on the questions answered incorrectly, you may be required to re-take the test (no additional fee).

To apply for your license, return the following to the Department:

- Completed application form (Page 1),
- Application fee (*check payable to Jefferson County Treasurer – see page 1 for fee amounts*). *Cash and credit cards must be submitted in person.*
- Unless your business is a **PARTNERSHIP** or a **CORPORATION** on record with the Colorado Secretary of State, you must also submit **FORM A** to document your lawful presence in the United States per Colorado law. (see page 3 of this application)

Allow approximately ten (10) working days to process your application.

DEPARTMENT CONTACTS

Mary Sloan (303) 275-7529
mksloan@jeffco.us

(For renewals)

Eileen Eschuk (303) 271-5757
eeschuk@jeffco.us

**VERSION A REVISED:
4/7/2022**

APPLICATION FOR OWTS CONTRACTOR LICENSE

APPLICANT INFORMATION	
Business Name	Owner Name
Mailing Address	City State Zip
Phone	Email

- () **SOLE PROPRIETORSHIP** - *You must also attach **FORM A** to this application.*
- () **CORPORATION or PARTNERSHIP** - Please also provide the registered agent information below.

REGISTERED AGENT INFORMATION	
Agent Name	
Mailing Address	City State Zip
Phone	Email

I AGREE TO CONDUCT ALL OPERATIONS IN ACCORDANCE WITH THE LAWS AND REGULATIONS PERTAINING TO ONSITE WASTEWATER TREATMENT SYSTEMS IN JEFFERSON COUNTY, COLORADO.

 Applicant's signature & title

 Date

FEES (check one)

New OWTS contractor license

Cash or Check	Credit Card
\$50.00	\$50.88

FORM A



AFFIDAVIT - RESTRICTIONS ON PUBLIC BENEFITS

I, _____, swear or affirm under penalty of perjury under the laws of the State of Colorado that **(check one)**:

- I am a United States citizen.
- I am not a United States citizen but I am a Permanent Resident of the United States.
- I am not a United States citizen but I am lawfully present in the United States pursuant to Federal law.
- I am a foreign national not physically present in the United States.

I understand that this sworn statement is required by law because I have applied for a public benefit. I understand that state law requires me to provide proof that I am lawfully present in the United States prior to receipt of this public benefit. I further acknowledge that making a false, fictitious, or fraudulent statement or representation in this sworn affidavit is punishable under the criminal laws of Colorado as perjury in the second degree under Colorado Revised Statute 18-8-503 and it shall constitute a separate criminal offense each time a public benefit is fraudulently received.

Signature

Date