

Excavation Contractor How To Guide

1. To apply for a Excavation Contractor License, either login to your Accela account or create a new account to get started.

User Name or E-mail: Password: [Login »](#)

Remember me on this computer [I've forgotten my password](#) [New Users: Register for an Account](#)

Enter your username and password to log into an existing

Please Login
Many online services offered by the Agency require login for security reasons. If you are an existing user, please enter your user name and password in the box on the right.

New Users
If you are a new user you may [register](#) for a free Citizen Access account. It only takes a few simple steps and you'll have the added benefits of seeing a complete history of applications, access to invoices and receipts, checking on the status of pending activities, and more.

[Register Now »](#)

Click "register now" to create a new account in Accela

2. To create a new Excavation License application, select the "create application" option located under the "business licensing" tab. IF YOU ARE RENEWING A LICENSE, STOP HERE AND CALL THE CITY CLERK'S OFFICE AT 719-385-5901 SO WE CAN LINK YOUR LICENSE TO YOUR ACCOUNT.

Home Police Records Public Works **Business Licensing** Stormwater

[Create an Application](#) Search Applications

Business licensing tab

Create a new application

Records

Showing 0-0 of 0

Date	Record Number	Record Type	Business Name	Expiration Date	Status	License Type
No records found.						

3. Read the General Disclaimer and check the box below to acknowledge you read the General Disclaimer.

The screenshot shows the 'Business Licensing' section of the City Clerk's Online Business Application System. The navigation bar includes 'Home', 'Police Records', 'Public Works', 'Business Licensing', and 'Stormwater'. Below the navigation bar are buttons for 'Create an Application' and 'Search Applications'. The main content area is titled 'Online Application' and contains a welcome message and instructions. A red box highlights the 'General Disclaimer' text, which states that the Agency does not warrant the accuracy or timeliness of its web information. Below the disclaimer is a checkbox labeled 'I have read and accepted the above terms' and a blue 'Continue Application >' button. A callout box points to the disclaimer text, and another callout box points to the checkbox.

Home Police Records Public Works **Business Licensing** Stormwater

Create an Application Search Applications

Online Application

Welcome to the City Clerk's Online Business Application System. Using this system, you can submit and update information, pay fees, and track the status of your application.

If you are applying for a renewal application, please make sure you have worked with the City Clerk's office to link your accounts PRIOR to creating an application.

Please "Allow Pop-ups from This Site" before proceeding. You must accept the General Disclaimer below before beginning your application.

General Disclaimer
While the Agency attempts to keep its Web information accurate and timely, the Agency neither warrants nor makes representations as to the functionality or condition of this Web site, its suitability for use, freedom from interruptions or from computer virus, or non-infringement of proprietary rights. Web materials have been compiled from a variety of sources and are subject to change without notice from the Agency as a result of updates and corrections.

I have read and accepted the above terms

Continue Application >

The box containing the General Disclaimer

Check the box to state you have read the General Disclaimer

4. Select "Contractor Application" from the drop-down menu. Then proceed with the application.

The screenshot shows the 'Select a Record Type' step of the City Clerk's Online Business Application System. The navigation bar includes 'Home', 'Police Records', 'Public Works', and 'Business Licensing'. Below the navigation bar are buttons for 'Create an Application' and 'Search Applications'. The main content area is titled 'Select a Record Type' and contains the instruction 'Choose one of the following available record types.' Below this instruction is a search box with a dropdown arrow and a blue 'Search' button. A red box highlights the search results, which include a dropdown arrow next to 'Business' and four radio button options: 'Contractor Application', 'General Business Application', 'Pedal Cab Application', and 'Security License Application'. A callout box points to the 'Contractor Application' option. Below the search results is a blue 'Continue Application >' button.

Home Police Records Public Works **Business Licensing**

Create an Application Search Applications

Select a Record Type

Choose one of the following available record types.

Search

▼ Business

- Contractor Application
- General Business Application
- Pedal Cab Application
- Security License Application

Continue Application >

Contractor Application is the first record type listed. You will choose between Concrete or Excavation at a later screen

5. Provide the name business trade name in the “Business/Applicant Name” box. If your business does not use a trade name, just provide the entity name. If you are applying as a sole proprietor, provide the name of the sole proprietor. LEAVE THE GENERAL DISCRIPTION BOX BLANK

Detail Information

If applying for a company license, enter the business trade name below. If applying as an individual, enter your name. Please leave the "General Description" section blank.

Business/Applicant Name:

Put the business' trade name in this box or entity name if you aren't using a tradename. If a sole proprietor, put the name of the proprietor.

General Description:

Leave this box BLANK

6. The next step is adding contacts to the business license. Each license requires at a minimum an “Applicant” (this will be the business if an entity. Provide business information) and a “Resident Agent for Service” (this is who would accept legal service on behalf of the business. The individual or entity listed as the Resident Agent MUST be located in the State of Colorado).

Required Contact Type	Minimum
Applicant	1
Resident Agent for Service	1

Select from Account Add New

Showing 0-0 of 0

Full Name	Business Name	Contact Type
No records found.		

Shows the required contacts. One Applicant and one Resident Agent for Service

You can select contacts that were previously created on the account, or you will “Add New” to create new contacts.

- When adding a new contact, follow the prompts and complete all sections with a red asterisk. The "CC Address, City, State, and Zip Code" all reference the City, State, and Zip Code associated with the credit card that will be used to pay. When you scroll down to the bottom of the "Contact information screen" you will see an "Add Additional Contact Address" option. That is where you will put the either mailing/physical address for the business or the residential address for individuals. INFORMATION LISTED FOR CONTACTS ON THE BUSINESS LICENSE MUST BE PERSONAL INFORMATION TO COMPLY WITH CITY CODE.

The screenshot shows a 'Contact Information' form with the following fields and annotations:

- Name:** Fields for *First (John), Middle (empty), and *Last (Doe) are highlighted with a red box. A callout box points to them with the text: "Provide the name of who this contact is for".
- Name of Business:** Text input field containing "John Doe Enterprises".
- Country:** Dropdown menu set to "United States".
- CC Address:** Text input field containing "123 Main Street".
- CC City:** Text input field containing "Colorado Springs".
- CC State:** Dropdown menu set to "CO".
- CC Zip:** Text input field containing "80903".
- Home Phone:** Text input field containing "(719) 555-5555".
- Work Phone:** Empty text input field.
- Mobile (or Primary) Phone:** Empty text input field.
- Fax:** Empty text input field.

A second callout box points to the CC Address, City, State, and Zip fields with the text: "Provide the Street, City, State, and Zip Code of the credit card that will be used to pay for the application".

Contact Information

Country/Region:
United States

Address Type:
Business

Address Line 1:
123 Main Steet

Address Line 2:

Address Line 3:

City:
Colorado Springs

State:
CO

ZIP Code:
80903

Save and Close Save and Add Another Clear Discard Changes

You will want to provide a physical and mailing address (if different for the business)

Provide the Street, Unit Number, City, and Zip Code for the address type being completed

- Your created contacts will populate. Once you've met the minimum requirements for contacts on the license, a green checkmark will appear next to the contact type. Once all the required contacts are made, you can proceed with the application. If you see a red triangle instead of a check mark, you have not made the required minimum entries for that contact.

Required Contact Type	Minimum
✓ Applicant	1
✓ Resident Agent for Service 1	

The green checkmarks show that the minimum number of required contacts have been created. If you see a red triangle instead of a check mark, you have not made the required minimum entries for that contact.

Select from Account Add New

Showing 1-2 of 2

Full Name	Business Name	Contact Type	Work Phone	Fax	E-mail	Action
John Doe	John Doe Enterprises	Applicant			johndoe@email.com	Edit Delete
Jane Doe		Resident Agent for Service			janedoe@email.com	Edit Delete

This is where you created contacts will appear.

- In this section, you will choose which type of contractor license you are applying for, the entity name of the business, the Colorado Secretary of State ID number, and date of birth (only if a sole proprietor)

Date of birth required ONLY for Sole proprietors

Where you will choose "Excavation" as the license type

LICENSE INFORMATION

* Type of License:

Company Name:

* Colorado SOS Entity ID:

Date of Birth:

Do you have a certification of successful completion of the City's Underground Damage Prevention Safety Class?: Yes No

Certificate of Completion Date:

Provide the ID number assigned to you from the Colorado Secretary of State

Please answer if you have completed the Underground Damage Prevention Safety Class. If completed, provide the date of completion.

10. Next step is to upload the required documents. All the required documents for each license type can be found on our website coloradosprings.gov/license. For an Excavation Contractor's License, we will require: Insurance Acord Documents showing proof of General Liability, \$5000 dollar surety bond on our City approved bond form, and Certificate of Good Standing and Trade Name Certificate (if applicable) from the Colorado Secretary of State.

Attachment

Please attach the applicable general liability insurance Acord document, lawful presence affidavit (if sole proprietor), secretary of state certificate, and City bond form. Please reference the City Clerk's website to obtain required documents.

The maximum file size allowed is 20 MB.
ade;adp;bat;chm;cmd;com;cpl;exe;hta;htm;html;ins;isp;jar;js;jse;lib;lnk;mde;mht;mhtml;msc;msp;mst;php;plf;scr;scrt;shb;sys;vbs;vbe;vbs;vxd;wsc;wsf;wsh are disallowed file types to upload.

Name	Type	Size	Latest Update	Action
No records found.				

Add

Click "add" to find a document on your computer to upload.

Documents will automatically populate once uploaded in this area

11. You will want to click "add" to search for a file on your computer to upload.

File Upload ✕

The maximum file size allowed is 20 MB.
ade;adp;bat;chm;cmd;com;cpl;exe;hta;htm;html;ins;isp;jar;js;jse;lib;lnk;mde;n are disallowed file types to upload.

Click here to search for a file to upload

Continue **Add** **Remove All**

12. You will choose what type of document was uploaded and also provide a brief description of the document.

The screenshot shows a web form for uploading a document. It includes a dropdown menu for document type, a file name and size indicator, a text area for description, and three buttons: 'Save', 'Add', and 'Remove All'. A 'spell check' link is also visible. Callout boxes provide instructions: one points to the 'Type' dropdown, another to the 'Description' text area, and a third to the 'Save' button.

*Type:
Department Review Form

This is where you will select what type of file you attached.

File:
CrystalViewer.pdf
100%

*Description:
Department Review Form

Provide a brief description of the uploaded document.

spell check

Save Add Remove All

Click "save" once you provide an attachment type and description.

13. The next screen will be a review of the application. Look over the screen to confirm the information presented is accurate. At the bottom of the screen, you will see an affirmation. Please read what is in the box and then check the required box.

The screenshot shows a review screen with a large text area containing a legal affirmation. Below the text is a checkbox and a 'Date:' label. Callout boxes explain the checkbox and the affirmation text.

By submitting this application, you understand and acknowledge that the City Clerk's Office may request other relevant information from you in connection with this application. Failure to provide the requested information may result in denial of this application. You also acknowledge and understand the City Clerk's Office cannot accept an application unless it is accompanied by the required fees. The failure to pay the required fees or provide other required information may result in denial of this application.
By signing below, I affirm under penalty of perjury that the statements contained in this application and any attachments hereto are true, correct and complete.

By checking this box, I agree to the above certification.

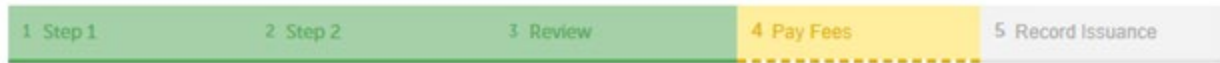
Date:

The box that you will check to state you have read the affirmation and agree

The required affirmation stating that was included in the application is true, correct, and complete

14. The final step will be to pay the associated fees for the application. Follow the prompts throughout to add a credit/debit card and to pay for the application. Once paid, you will receive a confirmation and the Clerk's Office will begin to review the application. If any corrections are needed to the application, the Clerk's Office will reach out via email to the email address listed for the business.

Contractor Application



Step 4: Pay Fees

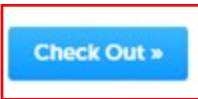
Listed below are preliminary fees based upon the information you've entered. Some fees are based on the quantity of work items installed or repaired. Enter quantities where applicable. The following screen will display your total fees.

Fees	Qty.	Amount
Concrete Contractor License Fee	1	\$110.00

TOTAL FEES: \$110.00

Note: This does not include additional inspection fees which may be assessed later.

Here will list the application(s) that you will make payment for. Fees will vary based on the license being applied for.



Click "check out" to start the payment process.

Cart



Step 1: Select item to pay

Click on the arrow in front of a row to display additional information. Items can be saved for a future checkout by clicking on the Save for later link.

PAY NOW

No Address
1 Application(s) | \$110.00
 ▶ Contractor Application
 22TMP-004420

Your application will be listed here.

Total amount to be paid: \$110.00
 Note: This does not include additional inspection fees which may be assessed later.

The cost of the application will be listed here. The fee depends on the type of license being applied for.



Click the "checkout" button to proceed with payment.

Payment Options

* Indicates a required field.

Amount to be charged: \$110.00

Pay with Credit Card

Credit Card Information:

* Card Type: * Card Number: * Security Code: ⓘ

--Select--

* Name on Card: * Exp. Date: 01* 2022*

Credit Card Holder Information:

Auto-fill with Peter Clark*

Country: United States

* Street Address:

* City: * State: --Select-- * Zip:

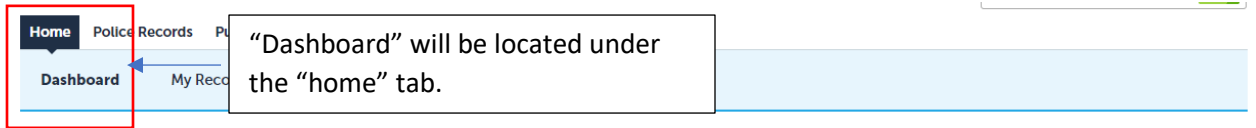
* Phone:

E-mail:

Provide the asked for card information.

"Submit payment" will submit the application which will be reviewed by the City Clerk's Office.

15. If you save an application to continue later, it will appear in the “Work in Progress” section on your dashboard. “Resume Application” will get you back in the application right where you left off.



Hello, Peter Clark

A screenshot of the dashboard content area. It features two main sections: "Saved In Cart (0)" and "My Collection (0)".

The "Saved In Cart (0)" section has a blue header with "View Cart" and contains the text: "There are no items in your shopping cart right now."

The "My Collection (0)" section has a blue header with "View Collections" and contains the text: "You do not have any collections right now."

Below these sections is a "Work in progress" section, highlighted with a red box. It has a blue header with "View All Records" and contains a table with the following data:

Record Name	Record ID	Module	Creation Date	Action
Contractor Application	22TMP-009034	Licensing	3/28/2022	Resume Application

Your applications saved for later will be in this section titled “Work in Progress.”