



## RESOLUTION 4, SERIES 2026

### A RESOLUTION OF THE BOARD OF TRUSTEES OF THE TOWN OF RED CLIFF, COLORADO, ADOPTING THE TOWN OF RED CLIFF BUSINESS, VENDOR, AND CONTRACTOR LICENSE POLICY AND PROCEDURES

**WHEREAS**, The Town of Red Cliff (“Town”) is a statutory town organized under the laws of the State of Colorado; and

**WHEREAS**, The Town has adopted ordinances within the Red Cliff Municipal Code establishing licensing requirements for certain activities within the Town, including (i) general business licensing under Chapter 6, Article 1, (ii) peddler/vendor licensing under Chapter 6, Article 2, and (iii) contractor licensing requirements as set forth in Chapter 18, including provisions included in both the Town’s International Building Code amendments and International Residential Code amendments; and

**WHEREAS**, The Board of Trustees finds it necessary and appropriate to adopt administrative policies and procedures to ensure consistent, fair, and efficient processing of license applications, renewals, compliance actions, and recordkeeping; and

**WHEREAS**, The Board of Trustees desires to formally adopt this document attached hereto as Exhibit A and incorporated herein by reference.

### NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF TRUSTEES OF THE TOWN OF RED CLIFF, COLORADO:

- Adoption.** The Board of Trustees hereby adopts the Town of Red Cliff Licensing Policy & Procedures: Business, Vendor, and Contractor Licenses, attached as Exhibit A, as the Town’s administrative policy to guide implementation of licensing requirements established by ordinance.
- Administrative Nature.** This Policy is administrative in nature and is intended to provide internal guidance for consistent administration of Town licensing requirements. The Policy does not replace, amend, or supersede any adopted ordinance. In the event of a conflict between the Policy and the Red Cliff Municipal Code, the Code shall control.
- Authorization to Implement.** The Town Clerk (and any designee) is authorized to implement the Policy, including the use of the forms, templates, exhibits, and checklists included in Exhibit A, and to make non-substantive formatting updates to such forms as needed for administration, provided that substantive requirements remain consistent with the Municipal Code.
- Effective Date.** This Resolution shall be effective immediately upon adoption.

ADOPTED this 20th day of January, 2026.



Duke Gerber, Mayor

Attest:



Melissa Matthews, Town Administrator/Clerk





**TOWN OF RED CLIFF  
BUSINESS, VENDOR, AND CONTRACTOR LICENSES POLICY  
AND PROCEDURES**

*Adopted by Resolution 4, Series 2026 by the Town of Red Cliff  
Board of Trustees.*

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## 1. Purpose

This policy establishes a single, consolidated set of administrative policies and procedures for the following Town license types:

- General Business License
- Peddler / Vendor License
- Contractor Licensing (Class I, II, and III)

The intent is to provide clarity, consistency, and efficiency in the Town's licensing processes, protect public health, safety, and welfare, and support the orderly operation of businesses and contractors within the Town of Red Cliff, while ensuring compliance with the Red Cliff Municipal Code and applicable law.

## 2. Authority

Licensing authority is established pursuant to the Town's legislative authority and the following sections of the Red Cliff Municipal Code, as amended:

- General Business License: Chapter 6, Article 1
- Peddler / Vendor License: Chapter 6, Article 2
- Contractor Licensing (and insurance requirements):
  - Chapter 18, Article 2, Section 30(15), Ordinance 1, Series 2021 - International Building Code amendments – adds Section 109.7 Contractor Licensing
  - Chapter 18, Article 3, Section 30(13), Ordinance 1, Series 2021 - International Residential Code amendments – adds Section R108.7 Contractor Licensing

This policy is administrative in nature and does not replace or supersede adopted ordinances.

## 3. License Types Covered by This Policy

<b>License Type</b>	<b>Code Reference</b>	<b>Primary Purpose</b>
<i>General Business License</i>	<i>Ch. 6, Art. 1</i>	<i>Registration and regulation of businesses operating within Town</i>
<i>Peddler / Vendor License</i>	<i>Ch. 6, Art. 2</i>	<i>Regulation of temporary, mobile, or itinerant sales</i>
<i>Contractor License – Class I (General Contractor)</i>	<i>Ch. 18, Art. 2, Sec. 30(15) &amp; Ch. 18, Art. 3, Sec. 30(13) (Ord 1, Series 2021)</i>	<i>Licensing for work within the Town by a General Contractor</i>

<i>Contractor License – Class II (Other Contractors)</i>	<i>Ch. 18, Art. 2, Sec. 30(15) &amp; Ch. 18, Art. 3, Sec. 30(13) (Ord 1, Series 2021)</i>	<i>Licensing for work within the Town by a Contractor</i>
<i>Contractor License – Class III (Municipal Contractors/ Owner-Builder)</i>	<i>Ch. 18, Art. 2, Sec. 30(15) &amp; Ch. 18, Art. 3, Sec. 30(13) (Ord 1, Series 2021)</i>	<i>Licensing for work within the Town by an owner-builder</i>

#### **4. Policy Summary**

- A. A business license is required prior to engaging in business within the Town (or with a Red Cliff mailing address).
- B. Contractor licensing is required for all contractors, except electrical contractors duly licensed by the State.
- C. Licenses are issued by the Town Clerk upon the submission of a complete application and the payment of the associated fee, established by Board resolution.
- D. Licenses are issued for a calendar year (Jan 1-Dec 31).
- E. Every contractor, including electrical contractors and owner-builders, shall provide:
  - a. Current certificate of insurance for statutory workers' compensation, and
  - b. General commercial liability insurance of one million dollars (\$1,000,000) per occurrence and two million dollars (\$2,000,000) general aggregate before a contractor's license is issued.
- F. Licenses are non-transferable and must be displayed (or carried if no fixed location).
- G. The Town may deny, suspend, revoke, or refuse renewal licenses for the grounds listed in the Municipal code, following notice and hearing before the Board of Trustees.
- H. The Mayor may issue cease and desist orders for an unlicensed operation.

#### **5. Roles & Responsibilities**

##### ***Town Clerk (or Designee):***

- Provides applications and receives submissions
- Reviews for completeness and collects fees
- Issues licenses upon completion and payment
- Maintains business license records
- Coordinates notices, hearing packets, and communications for enforcement actions

***Board of Trustees:***

- Sets license fees by resolution
- Conducts hearings for suspension, revocation, or appeal (as required by code)
- Takes formal licensing actions when required by code

***Mayor:***

- Issues cease and desist orders for businesses when authorized by code

**6. General Application Requirements (All License Types)**

Unless otherwise specified by ordinance, applications shall include:

- Applicant and business/entity name
- Owner or responsible party contact information
- Physical and mailing address
- Description of licensed activity
- Any additional information required by the Town to administer the license

Incomplete applications will not be processed.

**7. License Issuance Procedures**

***Submission and Review:***

- Applications must be submitted on Town-approved forms.
- Fees are due at the time of application.
- The Clerk reviews for completeness and code compliance.

***Issuance:***

- Upon satisfaction of requirements, the Clerk issues the license.
- Issuance does not waive compliance with zoning, building, fire, or other applicable regulations.

**8. License-Specific Administrative Notes**

***General Business License (Ch. 6, Art. 1):***

- Required for businesses operating within the Town or with a Red Cliff mailing address, as provided by code.
- Applicant state:
  - Name and address of the person desiring the license
  - Name, address and location of the business
  - Emergency contact information
  - Type of business

- Completed application with any additional applicable information requested by the town
- Separate license required for each location/address.
- Fee set by resolution annually.

***Peddler/Vendor License (Ch. 6, Art 2):***

- Required for temporary, mobile, or itinerant sales, as provided by code.
- May include additional conditions, time limitations, or location restrictions per code.
- Fee set by resolution annually.

***Contractor Licensing (Ch. 18, Art. 2 and Art. 3 Contractor Licensing Amendments – Ordinance 1 Series 2021):*** Contractor licensing language appears in two locations in Chapter 18 (IBC amendments and IRC amendments) and is administered consistently by the Town:

- **Requirement:** All contractors must purchase a contractor license to conduct work within the Town except electrical contractors who are duly licensed by the State.
- **Insurance documentation (required prior to issuance):** Every contractor, including electrical contractors and owner-builders, must provide a current certificate of insurance for statutory workers' compensation and general commercial liability insurance.
- **Owner-builder (definition/eligibility):** An owner-builder is one who will personally perform at least 50% of labor in construction of a single-family residence, will be on site to supervise other work, the building will be the owner-builder's principal residence, and it must be personally occupied for at least one year after the Certificate of Occupancy is issued.
- Fee set by resolution annually.

**9. License Term and Renewal**

- License term is calendar-year (Jan 1-Dec 31) based on code.
- Renewal procedures generally mirror original issuance requirements, including updated insurance certificates when applicable.
- Failure to renew may result in enforcement action and/or delays in processing related Town approvals.

**10. Non-Transferability and Location-Specific Licensing**

- Licenses are non-transferable unless the governing ordinance expressly provides otherwise.
- Where the code requires location-based licensing (e.g., general business license), a separate license is required for each address.

## **11. Compliance, Suspension, and Revocation**

***Grounds:*** Licenses may be suspended or revoked for:

- Failure to pay taxes, fees, or amounts owed to the Town (when applicable)
- Violations of Town ordinances or other laws
- Fraud or misrepresentation
- Public nuisance activity
- Failure to comply with license conditions

***Procedure:***

- Notice and hearing requirements shall follow the applicable code section governing the license type.
- Hearings are conducted by the Board of Trustees unless otherwise specified.

## **12. Cease and Desist Orders**

When authorized by code, the Mayor may issue a cease and desist order directing a person or entity to stop regulated activity until compliance is achieved.

## **13. Refunds**

- Fees are refunded only when expressly allowed by ordinance.
- No refunds are issued for revoked licenses unless required by law.

## **14. Records and Retention**

The Town Clerk shall maintain licensing records in accordance with Town and state records retention requirements, including applications, renewals, enforcement actions and correspondence.

**EXHIBIT A****General Business License Application****Town of Red Cliff, Colorado****Applicant Information**

Applicant Name: \_\_\_\_\_

Business/Trade Name: \_\_\_\_\_

Business Address: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Emergency Contact Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Owner(s): \_\_\_\_\_ Phone(s): \_\_\_\_\_

Email(s): \_\_\_\_\_

License Type Requested:  New Application  Renewal*Applicant Certification: I certify that the information provided is true and correct and that I will comply with all applicable Town ordinances.*

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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**TOWN USE ONLY**

Date Received: \_\_\_\_\_ Received By: \_\_\_\_\_

Application Complete:  Yes  NoFee Paid:  Yes  No (\$ \_\_\_\_\_)Hearing Required:  Yes  No

Hearing Date Scheduled: \_\_\_\_\_

License Issued:  Yes  No Date Issued: \_\_\_\_\_

**EXHIBIT B**

**Peddler/Vendor License Application**

**Town of Red Cliff, Colorado**

**Applicant Information**

Applicant Name: \_\_\_\_\_

Business/Trade Name: \_\_\_\_\_

Permanent Address: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Description of Goods/Services: \_\_\_\_\_

Proposed Dates of Operation: \_\_\_\_\_

Proposed Location(s): \_\_\_\_\_

License Type Requested:  New Application  Renewal

*Applicant Certification: I certify that the information provided is true and correct and that I will comply with all applicable Town ordinances.*

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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**TOWN USE ONLY**

Date Received: \_\_\_\_\_ Received By: \_\_\_\_\_

Application Complete:  Yes  No

Fee Paid:  Yes  No (\$ \_\_\_\_\_)

Hearing Required:  Yes  No

Hearing Date Scheduled: \_\_\_\_\_

License Issued:  Yes  No Date Issued: \_\_\_\_\_

**EXHIBIT C****Contractor License Application (Class I / II/ III)****Town of Red Cliff, Colorado**

Class I – General Contractor  Class II – Other Contractor  Class III – Municipal Contractor

**License Information**

Business Name: \_\_\_\_\_

Owner / Responsible Party: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Permitted Address(s): \_\_\_\_\_  
\_\_\_\_\_

**Insurance Certificates Attached:**

- Workers' Compensation (statutory limits)
- Commercial General Liability – \$1,000,000 per occurrence
- Commercial General Liability – \$2,000,000 aggregate
- Town of Red Cliff listed as certificate holder

**Owner-Builder Certification**

Property Address: \_\_\_\_\_

Owner Name: \_\_\_\_\_

- I will perform at least 50% of the labor.
- I will supervise all work.
- I will occupy the residence as my principal residence for at least 1 yr following issuance of a Certificate of Occupancy.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

*Applicant Certification: I certify compliance with Chapter 18 of the Red Cliff Municipal Code.*

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**TOWN USE ONLY**

Date Received: \_\_\_\_\_ Received By: \_\_\_\_\_

Application Complete:  Yes  No

Fee Paid:  Yes  No (\$ \_\_\_\_\_)

License Issued:  Yes  No Date Issued: \_\_\_\_\_

**EXHIBIT D**

**Notice of Hearing Template**

**Town of Red Cliff, Colorado**

To: \_\_\_\_\_

Regarding (License Type): \_\_\_\_\_

Date of Hearing: \_\_\_\_\_

Time of Hearing: \_\_\_\_\_

Location of Hearing: \_\_\_\_\_

Purpose of Hearing (Description): \_\_\_\_\_

Date Issued: \_\_\_\_\_ Issued By (Clerk): \_\_\_\_\_

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**EXHIBIT E**

**Cease and Desist Order Template**

**Town of Red Cliff, Colorado**

To (Business/Individual): \_\_\_\_\_

Address: \_\_\_\_\_

You are hereby ordered to cease and desist from engaging in regulated activity within the Town of Red Cliff until compliance is achieved.

Date Issued: \_\_\_\_\_ Issued By (Mayor): \_\_\_\_\_

**EXHIBIT F**  
**Internal Administrative Checklist**  
**Town of Red Cliff, Colorado**

**Application Intake**

- Receive completed application
- Collect applicable fee
- Review for completeness
- Issue license or deficiency notice

**Renewal**

- Receive renewal application
- Collect applicable fee
- Verify compliance
- Review for completeness
- Issue renewal or set for hearing if needed

**Enforcement**

- Identify violation
- Issue notice or cease and desist
- Schedule hearing if required
- Board determination recorded