



## OBTAINING a License

**STEP 1:** Visit the City of Brush website [www.brushcolo.com](http://www.brushcolo.com). Select the Building Permit & License button on the HOMEPAGE.



**STEP 2:** Create an account by verifying your email address. **NOTE: Open a NEW TAB to login to your email and retrieve the code to validate your email through MyGOV.** Once the email is validated, use the username and password that was created to sign in and apply for permits/licensing.



**City of Brush!**

Are you a collaborator?  
Create Account Login

**New Collaborator Account**  
Please use the form below to create a new Collaborator account.

First Name: \*

Last Name: \*

Email: \*

Password: \*

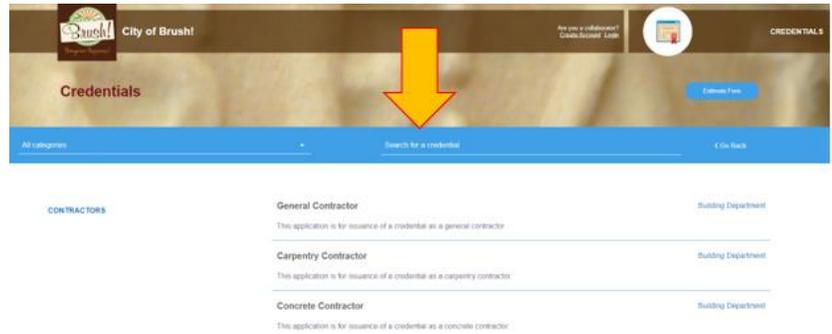
I have read and agree with the [Terms of Service](#)

**Validate Email**

# MyGOV Licensing & Permit Steps for Contractors



**STEP 3:** Apply for Contractor Licensing (**APPLY FOR CREDENTIAL**). Look up the specific license, if there are more than one that apply, select GENERAL, there will only be one license fee of \$50.00.



**STEP 4:** Upload Liability Insurance Form and valid DL of credential holder (business owner), and list the certificate holder as follows:

**City of Brush  
Building Department  
304 Clayton St.  
Brush, CO. 80723**

**STEP 5:** Wait for document approval or corrections needed by Building Dept. Email notification will originate through the MyGOV portal.

**STEP 6:** An **INVOICE** will be created and issued through the system (\$50 license fee).

**STEP 7:** Once payment has been received, print Credentials. CONGRATULATIONS, you are now a collaborator with the City of Brush!



## Applying for a Permit

**STEP 1:** Visit the City of Brush website [www.brushcolo.com](http://www.brushcolo.com) Select the Building Permit & License button on the **HOMEPAGE**.



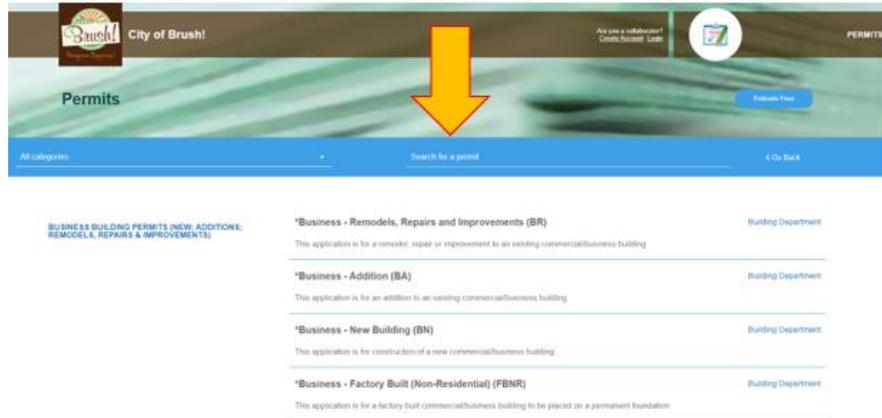
**STEP 2:** Select the Apply for a Permit button.



# MyGOV Licensing & Permit Steps for Contractors



**STEP 3:** *SEARCH* or scroll down until finding the appropriate permit/project description.



**STEP 4:** Fill out the information fields and upload appropriate documents if applicable.

**STEP 5:** Wait for approval and/or correction items needed. Email notification will originate through the MyGOV system.

**STEP 6:** An *INVOICE* will be created and issued through the system. Permit fees based on various information fields, use tax applied on materials purchased outside the City of Brush. Material receipts shall be made available upon request from the Building Department.

**STEP 7:** Once payment has been received, print *PERMIT* and place in a visible location on the jobsite while conducting work.

**STEP 8:** Inspections of permitted work are requested through the MyGOV system.