

**CITY OF ASPEN AND PITKIN COUNTY**  
**B.E.S.T. TESTING INFORMATION**

BEST stands for Board of Examiners for Standardized Testing. It is a program used by Aspen/Pitkin County and many other jurisdictions in the Roaring Fork Valley and along the I-70 corridor to verify the level of Code knowledge for contractors and job supervisors. A BEST Card is not the same as a License.

**Testing**

- Testing is on Wednesdays at the CMC Aspen Campus.
- The testing fee is detailed below.
- Payment must be made at the time of reservation.
- Fees are not refundable and if you do not appear for your scheduled test, payment must be made again to reschedule.
- The deadline for scheduling an exam for Wednesday is the Monday of that week. Tests will not be given on a week of a holiday.
- All new tests and renewal tests will be given on the 2003 ICC Codes.
- International Code testing at this time is also available at the Town of Snowmass Village on Mondays .
- We will honor BEST cards from other jurisdictions, although we only accept BEST cards tested under the 2003 Codes.

**BEST Testing Fee Schedule**

Unlimited test:	125 questions	8 hour time limit	\$130.00
Commercial test:	100 questions	6 hour time limit	\$105.00
Light Commercial test:	75 questions	5 hour time limit	\$80.00
Homebuilder test:	60 questions	4 hour time limit	\$65.00
Renewal tests:	25 questions	2 hour time limit	\$55.00
Specialty test:	* 50 questions	3 hour time limit	\$55.00
	**25 question	2 hour time limit	\$35.00

\*HPC,

\*\*Roofing Mechanical, Alteration/Maintenance tests

*All licensed general contractors must have a B.E.S.T. card at least equal to the level of their contractor license.*

**Specialty contractors** must have a BEST card specific to their trade.

**Job supervisors** are also required to have a BEST card in Aspen/Pitkin County. The BEST card is attached to the test taker and not to the company. When a cardholder leaves a company the card goes with him or her.)

*Aspen and Pitkin County offer testing every Wednesday at the Aspen CMC campus. Contractors should register on the 3<sup>rd</sup> Floor City Hall, 130 South Galena Street, Aspen. Fees are not refundable; if the test taker does not appear for the scheduled test or if they fail, payment must be made again to reschedule. Fees must be paid at the time of scheduling and the deadline for scheduling an exam for Wednesday is the Monday of that week. All new tests and renewal tests will be given on the 2003 International Building Codes.*

*Each jurisdiction offers the testing at various times so contractor should call his/her preferred location to set up a test.*

A number of jurisdictions provide testing and issue BEST cards.

- Town of Snowmass Village 923-5524
- Carbondale 704-4110
- City of Rifle 625-6224
- Town of Basalt

The tests are open book and all contractors should bring their own books because we don't have enough copies at the test site to accommodate all test takers. The tests are a random query of possible questions. The questions are either True/False or multiple choice.

We honor BEST cards from other jurisdictions, although we only accept BEST cards tested under the 2003 Codes or newer. Passing grade is 75% or higher.

Historic Preservation testing: manuals of reading material are available for study in the Community Development office. Test takers can check out a manual or get the same information online at [aspenspitkin.com](http://aspenspitkin.com). The test is based on this information and is open-book.

### **Preparing for a Test**

Colorado Mountain College, Aspen Campus, offers classes throughout the year on the 2003 International Residential Code and the 2003 International Building Code. A test is offered at the end of each class to get a B.E.S.T. card at the homebuilder level or the light commercial level. Study guides for the 2003 International Residential Code and the 2003 International Building Code are available at the building offices. These may be checked out for two weeks maximum. We also sell code books that prospective contractors should consider purchasing.

### **Other Acceptable Qualifications if you don't have a B.E.S.T Card**

The City of Aspen and Pitkin County will also accept International Code Council contractor certifications for comparable categories of licenses.

- The holder of an ICC General Building Contractor (A) certification is eligible for any class Aspen/Pitkin County General Contractor license
- The holder of an ICC Building Contractor License (B) is eligible for an Aspen/Pitkin County General Contractor (*light commercial*) license.
- The holder of an ICC Residential Building Contractor (C) is eligible for an Aspen/Pitkin County General Contractor (*homebuilder*) license.

Aspen/Pitkin County will also accept:

- ICC Roofing Contractor certification for a Roofing Contractor license
- ICC Master Mechanical certification for a Mechanical Contractor license.

### **Important Reminders:**

- Permits will not be issued to unlicensed contractors
- Your license renewal is your responsibility
- A BEST card is not the same as a license

**What you need for your license Application/Renewal:**

- Application Form
- Payment, made payable to City of Aspen
- Copies of BEST card – both sides *OR*
- Copy of State Electrical license *OR*
- Copy of State Fire Suppression Registration *OR*
- Copy of State NICET Certificate *OR*
- Copy of Solar CoSEIA or NABCEP Certificate
- Immigration Affidavit – If not already submitted
- Insurance Affidavit – If not already submitted

**How to contact us:**

**Phone:**

Licensing: 970-920-5090

BEST Testing: 970-920-5526

**Email:**

Licensing: [angela.scorey@ci.aspen.co.us](mailto:angela.scorey@ci.aspen.co.us)

BEST Testing: [debbie.weinant@co.pitkin.co.us](mailto:debbie.weinant@co.pitkin.co.us)

**Web:**

[www.aspenpitkin.com](http://www.aspenpitkin.com)

**Mail or Walk-In:**

Community Development Department

Third Floor, City Hall

130 South Galena Street

Aspen, CO 81611

**Can an Owner be the Contractor on his/her own home?**

Colorado state law allows homeowners to build, remodel and otherwise work on their own homes and to install and work on the plumbing and electrical systems. Aspen/Pitkin County requires homeowner/builders to take a 25-question test on the 2003 International Residential Code to demonstrate that they are aware of the minimum code standards they must comply with. There is no passing grade and no fee to take the test. Tests are taken in the Community Development Department offices. Tests are held on Wednesday's and you must make an appointment by calling 920-5526.

Homeowner/builders must also sign an Insurance Affidavit to acknowledge the responsibility for maintaining minimum levels of employee liability and public liability insurance. No permit can be issued to an owner who has not taken the test and signed the affidavit.

A homeowner/builder is an individual personally engaged in the construction of a single-family residence or accessory building for his or her own use. The following conditions apply:

- 1) The owner/builder cannot be issued more than one building permit for new home construction in any two-year period; this restriction does not apply to work done on the same building ie. an owner may be issued more than one permit to remodel his/her home within the two-year period, but may not construct two residences within that period.
- 2) The owner/builder is responsible for ensuring that all paid personnel are covered by workman's compensation as required by state law.
- 3) The owner/builder must be present at the work site during all inspections unless prior arrangements have been made with the building department.
- 4) The owner/builder is required to sign an owner/builder affidavit and an insurance affidavit.
- 5) For the purposes of this program, only buildings that fall under the International Residential Code are considered single-family residences. That means detached single-family residences, duplexes and IRC townhouses. The owners of a condominium unit are not included since the results of their construction efforts directly impact the safety of adjoining units.

Call (970) 920-5526 for more information and to book the test.