

How to Renew Contractor Licenses

Table of Contents

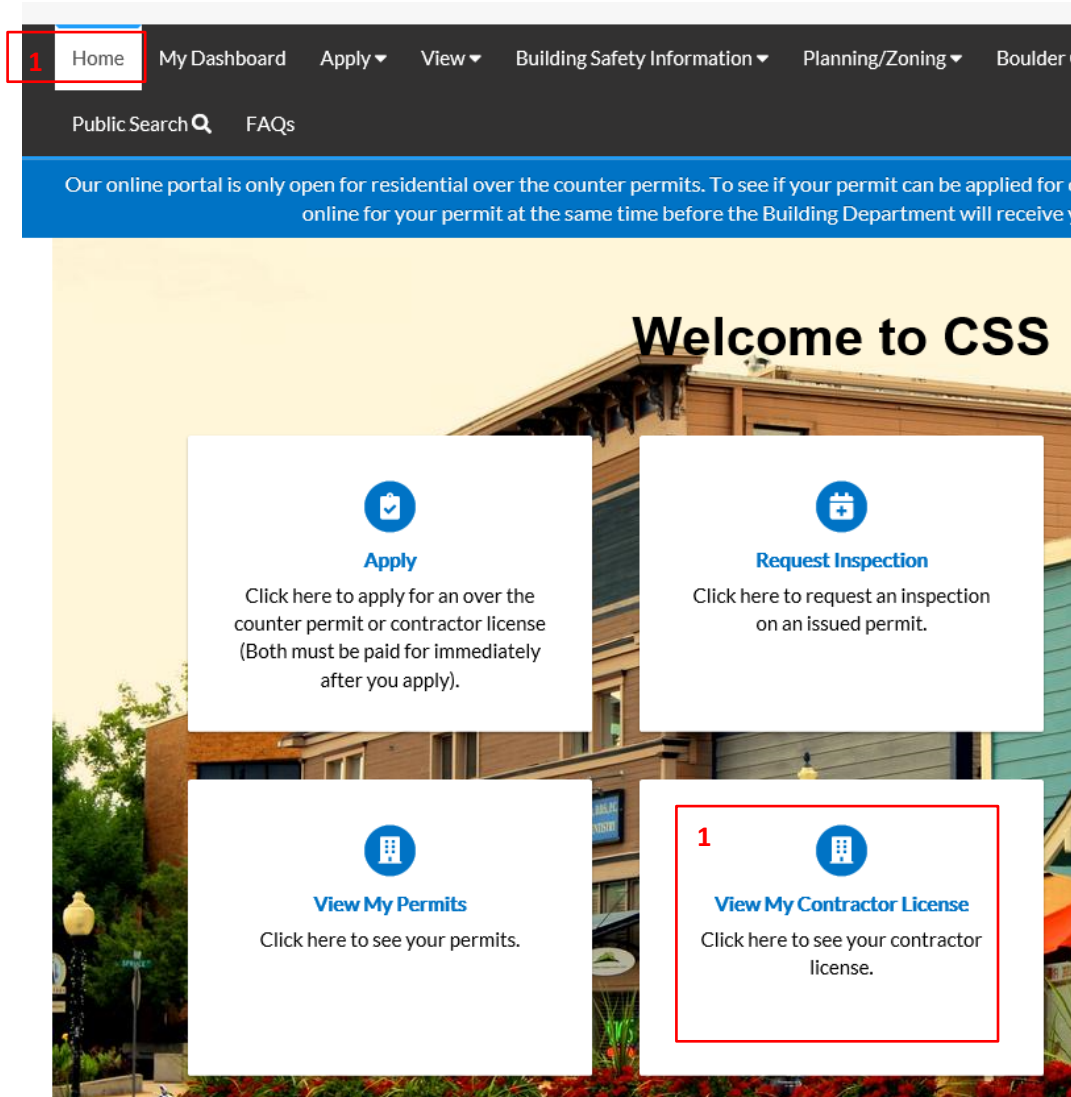
Information to Know.....	2
Ways to Renew Licenses.....	3-5
Home – View My Contractor License.....	3-4
My Dashboard – My Licenses.....	5
View – My Contractor Licenses.....	6
License Renewal Application Breakdown.....	7-11
Type.....	7
More Info.....	8
Attachments.....	9
Review and Submit.....	10-11

Information to Know

1. You must have a login to renew your licenses.
2. You may renew your license however early you would like to from when your license expires. That is why you always see the option to renew on your license.
3. If you want to submit the same attachments as you did before, save the documents on your license and then re-upload them for the application.
4. The licensing fee for contractor licenses must be paid immediately after an application has been submitted in order for the Building Department to review the application.

Ways to Renew Licenses

Home – View My Contractor License



1. Click on the View My Contractor License tile under Home

My Licenses

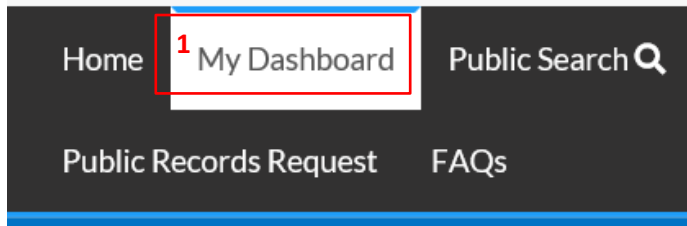
2

Sort License Number

License Number	DBA	Address	Status	License Type	Company	Applied Date	Period Start Date	Expiration Date	Renew
LSVL-002339-2019		749 Main St Louisville, CO 80027	Renewal - Online	Electrical Contractor		08/13/2019	08/13/2019	08/13/2020	<input type="button" value="Renew"/> 3
LSVL-002342-2019		749 MAIN ST LOUISVILLE, CO	Applied - Online	Electrical Contractor		04/02/2019			

2. In the search bar, enter your license number or type of license
3. Click Renew on the license number you want to renew

My Dashboard – My Licenses

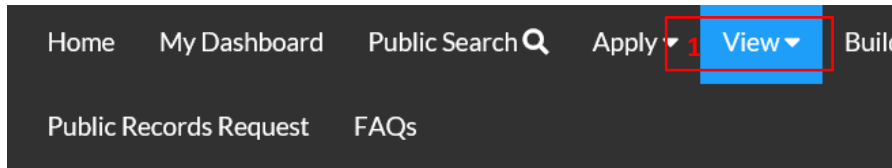


1 My Licenses

The 'My Licenses' section displays five license cards. The first card is for an 'Expired' license (37 DAYS) for 'Liz' (No. LSVL-002350-2019, Type: Electrical Contractor). The second card is for a license expiring in 248 DAYS for 'Liz' (No. LSVL-002344-2019, Type: General Building Co...). The third card is for a license expiring in 248 DAYS for 'Liz' (No. LSVL-002346-2019, Type: General Building Co...). The fourth card is for a license expiring in 365 DAYS for 'Liz' (No. LSVL-002353-2019, Type: Electrical Contractor). The fifth card is for a 'Draft' license (0). Each card has a 'Renew' button at the bottom. The 'Renew' button on the first card is highlighted with a red box and a red '2'. Below the cards is a link: 'View My Licenses'.

1. The My Licenses section under the My Dashboard shows your contractor licenses.
2. Click Renew on the license you want to renew.

View – My Contractor Licenses



PERMITS

My Permits

INSPECTIONS

Request an Inspection

Today's Inspections

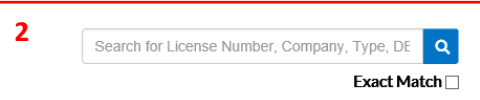
My Inspection History

LICENSES

1 My Contractor Licenses

1. By clicking My Contractor Licenses under View, you will be taken to a screen that lists all your licenses.

My Licenses



Export

Sort License Number

License Number	DBA	Address	Status	License Type	Company	Applied Date	Period Start Date	Expiration Date	Renew
3 LSVL-002339-2019		749 Main St Louisville, CO 80027	Renewal - Online	Electrical Contractor		08/13/2019	08/13/2019	08/13/2020	Renew 3
LSVL-002342-2019		749 MAIN ST LOUISVILLE, CO	Applied - Online	Electrical Contractor		04/02/2019			

2. In the search bar, enter your license number or license type
3. Click on the license number you want to view
 - a. You can click Renew on the license number from this step or click renew from step 4

License Number: LSVL-002353-2019



[License Details](#) | [Tab Elements](#) | [Main Menu](#)

License Details

4. Once you are viewing the license, click Renew

License Renewal Application Breakdown

Type

Renew License - General Building Contractor: Class A

*REQUIRED



LICENSE DETAILS

Please note that the License Holder will default to whoever is logged into CSS. If you wish to have a different license holder name, please login with the appropriate individual. You can leave the description box blank.

License Type	<input type="text" value="General Building Contractor: Class A"/>
Description	<input type="text"/>
License Holder	<input type="text" value="Liz Schettler"/>

Next **1**

1. No action is needed for this step. Click Next.

More Info

MORE INFO

If you mark yes for the city tax license field, please note that you must provide the Building Department with a copy of the license in the next section "Attachments."
 If you have any questions about the fields below, please contact us at 303-335-4584 or email at building@louisvilleco.gov. **FOR RENEWALS ONLY: You will be able to read the legal text you are electronically signing for on the Review and Submit page.**

1

*ICC Test Holder Name

ICC Test Holder Name is required.

*ICC Test Type

ICC Test Type is required.

*ICC Test Number

ICC Test Number is required.

*Do you have a city tax license?

City Tax License #

2

*Electronic Signature of Owner or Authorized Agent:

Electronic Signature of Owner or Authorized Agent: is required.

*Date: 

Date: is required.

[Back](#)

[Next](#) **3**

1. The More Info section is for you to be more specific about your license based on information the Building Department is interested in knowing. Fields can be:
 - a. Required – Fields highlighted in red
 - b. Automatically Completed – This saves the applicant time through the application process for items that are most often the answer. If what is filled out is not accurate for your project, please change the information.
 - c. Non-Required Fields – You do not have to fill these out, but the Building Department encourages all applicants to complete as many fields in order to know as much information as possible for your license.
2. For all license applications, the applicant is required to sign off on a legal agreement and give an electronic signature.
 - a. Please note that the legal agreement language is not shown on this page but you will see the language on the Review and Submit page.
3. If you are ready to move to the next step, click Next

Attachments

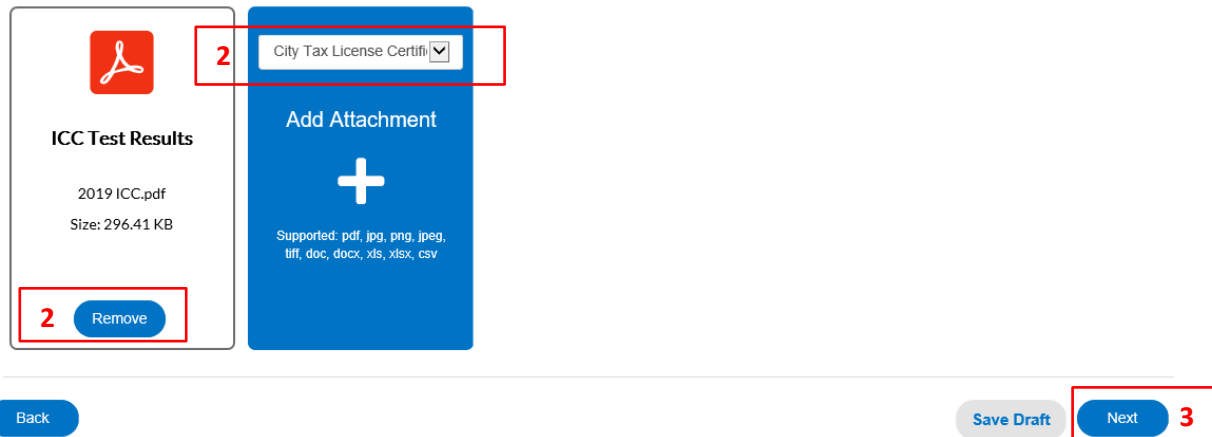
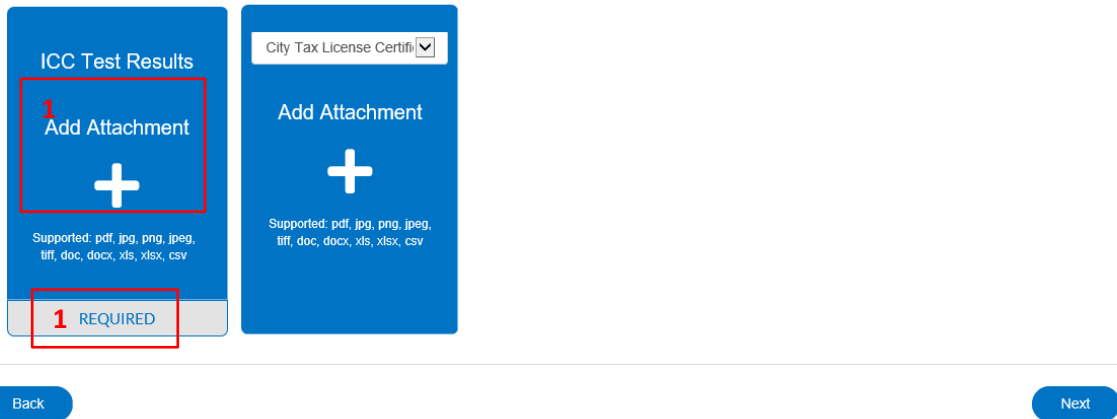
Renew License - Mechanical Contractor

*REQUIRED



Attachments

If you marked yes for the city tax license field, you can upload your tax certificate by clicking on the "City Tax License Certificate" drop down option and then clicking "Add Attachment." Please note that the Building Department does not require you to submit your General Liability Insurance.



1. This section is for attaching any documents needed for the license application. You will see what is required and what type of document is needed based on the document type listed.
2. Once you have uploaded the required documents, you will be able to remove them if needed or you can click on the drop down option to add more attachments.
3. If you are ready to move to the next step, click Next

Review and Submit

Renew License - Mechanical Contractor

•REQUIRED



Type



More Info



Attachments



Review and Submit

1

Submit

Locations

Basic Info

Type	Mechanical Contractor
Description	
Applied Date	08/19/2019
License Holder	Liz Schettler

Contacts

Company	Liz Schettler 749 Main St, Louisville, CO., 80027
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More Info

Licensing Info

ICC Test Holder Name	Liz Schettler
ICC Test Type	C
ICC Test Number	ICNON01234
Do you have a city tax license?	No
City Tax License #	

[Next Section](#) | [Top](#) | [Main Menu](#)

Legal Agreement

[Previous Section](#) | [Top](#) | [Main Menu](#)

I have read and fully understand that I must maintain general liability insurance as well as the subcontractors that I hire while working within the City of Louisville. To the best of my knowledge all information given through this license application is correct.

By signing and dating below, I understand and will abide by the statement above

Electronic Signature of Owner or Authorized Agent:	Liz Schettler
Date:	08/15/2019

Attachments

ICC Test Results	2019 ICC.pdf
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Back

Save Draft

Submit

2

1. This review page will show you all the fields you've completed and give you an overview of the information you are submitting for your license application. If there is any information you would like to change, click Back.
2. If you are ready to submit your application, click Submit

Home My Dashboard Public Search **Q** Apply **▼** View **▼** Building Safety Information **▼** Planning/Zoning **▼** Boulder County Property Search Public Records Request FAQs

✓ Your license application was submitted successfully. Please click the Add to Cart button to pay for the invoiced fees to complete the process. ✕

License Number: LSVL-002360-2019 **3** Add to Cart Renew

- License cannot be printed at this time. License has unpaid fees.
- License cannot be printed at this time. License has not been issued.

License Details | Tab Elements | Main Menu

License Details

License Holder:	Liz Schettler	License Type:	General Building Contractor: Class C	Applied Date:	09/03/2019
District:	Louisville	Period Start Date:	09/03/2019		
Status:	Renewal - Online	Expiration Date:	09/03/2020		
				Last Renewal Date:	

Locations Fees Inspections Attachments Contacts Holds More Info

3. Because you are required to pay your licensing fee at the time of application submittal, click Add to Cart and then Check Out to pay your fee.
 - a. Electrical licenses have no licensing fee so you will not be required to pay any fees after your submittal.