

## How to View Contractor Licenses

### Table of Contents

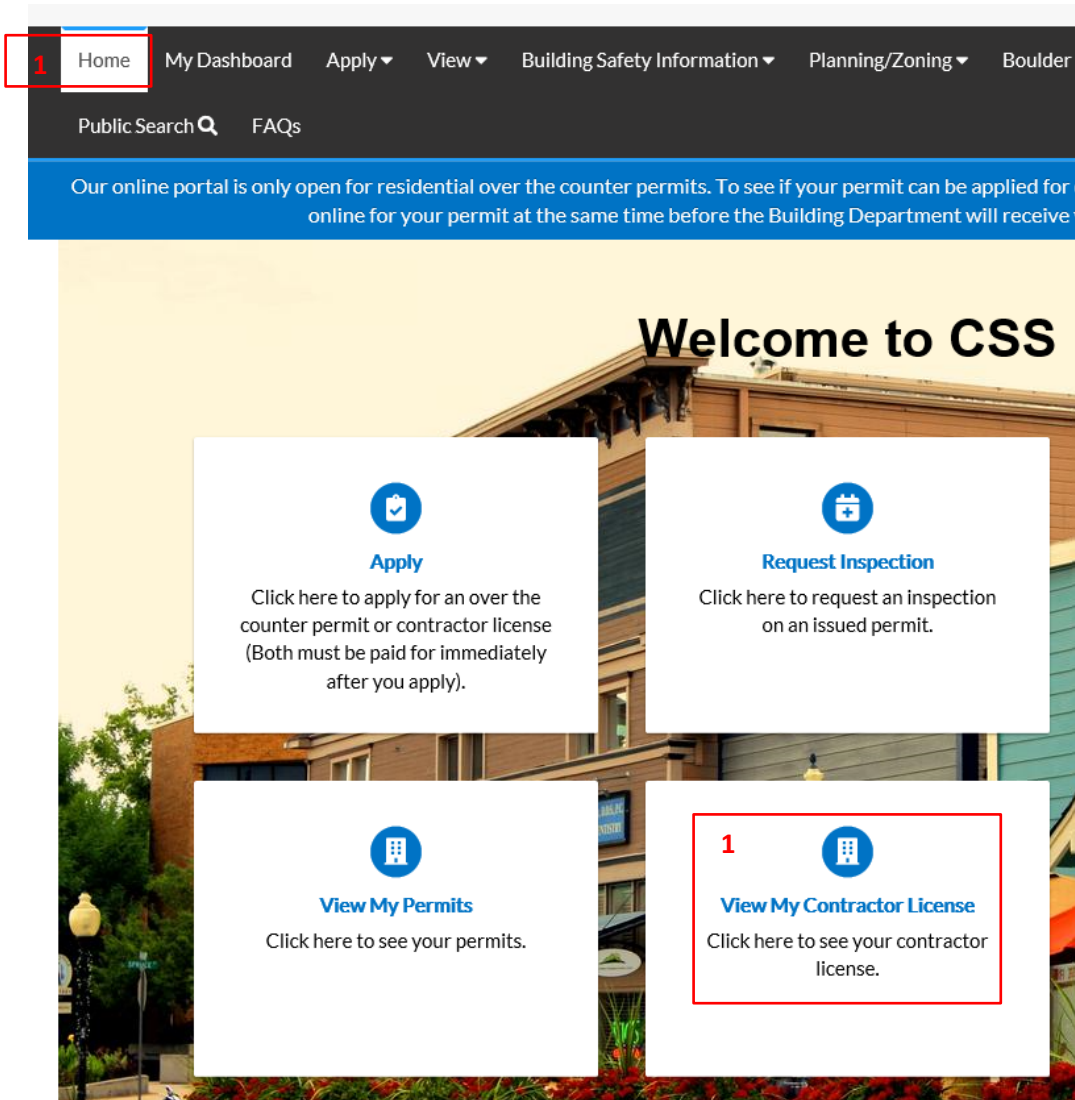
Information to Know.....	2
Ways to View Licenses.....	3-5
Home – View My Contractor License.....	3
My Dashboard – My Licenses.....	4
View – My Contractor Licenses.....	5
Contractor License Breakdown.....	6-12
Locations tab.....	6
Fees tab.....	7
Inspections tab.....	8
Attachments tab.....	9
Contacts tab.....	10
Holds tab.....	11
More Info tab.....	12

### *Information to Know*

1. You must have a login in order to view your licenses.
2. Please note that the Company contact type's email is receiving all emails in regards to the license.
3. 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.

## Ways to View Licenses

### Home – View My Contractor License



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

My Licenses

2 Search for License Number, Company, Type, DE    Exact Match

[Export](#) Sort License Number

License Number	DBA	Address	Status	License Type	Company	Applied Date	Period Start Date	Expiration Date	Renew
3 <a href="#">LSVL-002339-2019</a>		749 Main St Louisville, CO 80027	Renewal - Online	Electrical Contractor		08/13/2019	08/13/2019	08/13/2020	<a href="#">Renew</a>
<a href="#">LSVL-002342-2019</a>		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 on the license number you want to view

My Dashboard – My Licenses

Home **1 My Dashboard** Public Search

Public Records Request FAQs

1 My Licenses

2 **Expired**  
37  
DAYS

Liz

No. LSVL-002350-2019

Type Electrical Contractor

[Renew](#)

Expires in  
248  
DAYS

Liz

No. LSVL-002344-2019

Type General Building Co...

[Renew](#)

Expires in  
248  
DAYS

Liz

No. LSVL-002346-2019

Type General Building Co...

[Renew](#)

Expires in  
365  
DAYS

Liz

No. LSVL-002353-2019

Type Electrical Contractor

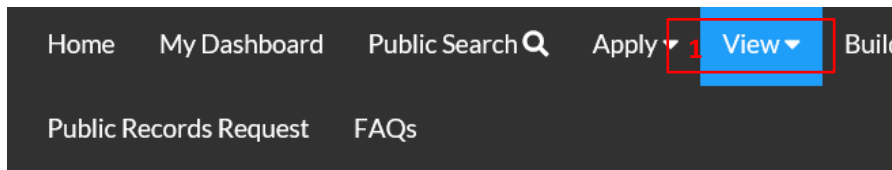
[Renew](#)

3 **Draft**  
0

4 [View My Licenses](#)

1. The My Licenses section under the My Dashboard shows your contractor licenses.
2. By clicking on the bubble, you will be taken directly to your license.
3. Draft – Licenses you saved as a draft during the application process.
4. By clicking on View My Licenses, you will be able to see a list of all your licenses.

### View – My Contractor Licenses



#### PERMITS

› My Permits

#### INSPECTIONS

› Request an Inspection

› Today's Inspections

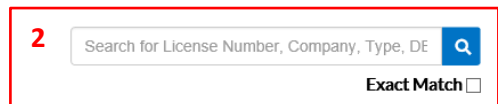
› My Inspection History

#### 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
<b>3</b> LSVL-002339-2019		749 Main St Louisville, CO 80027	Renewal - Online	Electrical Contractor		08/13/2019	08/13/2019	08/13/2020	Renew
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

## Contractor License Breakdown

### Locations tab

License Number: LSVL-002346-2019



Renew

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

#### License Details

<b>License Holder:</b>	Liz Schettler	<b>License Type:</b>	General Building Contractor: Class B	<b>Applied Date:</b>	04/18/2019
<b>District:</b>	Louisville	<b>Period Start Date:</b>	04/18/2019		
<b>Status:</b>	License Issued	<b>Expiration Date:</b>	04/18/2020		
				<b>Last Renewal Date:</b>	

- 1** Locations
- Fees
- Inspections
- Attachments
- Contacts
- Holds
- More Info

[Locations](#) | [Parcels](#) | [Next Tab](#) | [License Details](#) | [Main Menu](#)

#### Locations

Main	Address
<input checked="" type="checkbox"/>	1102 Chiron St Lafayette, CO 80026

Results per page: 10 | 1 - 1 of 1 | << < 1 > >>

#### Parcels

Sort: Main

Main	Parcel	Section	Township	Range
No records to display.				

1. The locations page will have no address populated if you solely use the address associated to your CSS account. If you added an additional mailing address during the application process, that location will be populated here.

## Fees tab

License Number: LSVL-002346-2019



Renew

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

### License Details

<b>License Holder:</b>	Liz Schettler	<b>License Type:</b>	General Building Contractor: Class B	<b>Applied Date:</b>	04/18/2019
<b>District:</b>	Louisville	<b>Period Start Date:</b>	04/18/2019		
<b>Status:</b>	License Issued	<b>Expiration Date:</b>	04/18/2020		
				<b>Last Renewal Date:</b>	

[Locations](#) | **[Fees](#)** | [Inspections](#) | [Attachments](#) | [Contacts](#) | [Holds](#) | [More Info](#)

[Remaining Fees](#) | [Paid Fees](#) | [Next Tab](#) | [License Details](#) | [Main Menu](#)

### 2 Remaining Fees

Sort

Fee	Invoice	Computed	Amount Due
No records to display.			

### 3 Paid Fees

Sort

Fee	Invoice	Computed
Professional License - "B"	00012030	\$100.00

1. The fees page shows the license's paid and remaining fees.
2. Remaining Fees – Your invoiced, unpaid fees will be shown under this section.
3. Paid Fees – Your paid fees will be shown under this section.

## Inspections tab

License Number: LSVL-002346-2019



Renew

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

**License Details**

<b>License Holder:</b>	Liz Schettler	<b>License Type:</b>	General Building Contractor: Class B	<b>Applied Date:</b>	04/18/2019
<b>District:</b>	Louisville	<b>Period Start Date:</b>	04/18/2019		
<b>Status:</b>	License Issued	<b>Expiration Date:</b>	04/18/2020		
				<b>Last Renewal Date:</b>	

- Locations
- Fees
- 1** Inspections
- Attachments
- Contacts
- Holds
- More Info

• This information is not available.

1. The Inspections page is inactive. Please bypass this section when viewing the license.



## Attachments tab

License Number: LSVL-002346-2019



Renew

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

**License Details**


<b>License Holder:</b> Liz Schettler	<b>License Type:</b> General Building Contractor: Class B	<b>Applied Date:</b> 04/18/2019
<b>District:</b> Louisville	<b>Period Start Date:</b> 04/18/2019	
<b>Status:</b> License Issued	<b>Expiration Date:</b> 04/18/2020	
<b>Last Renewal Date:</b>		

[Locations](#) | [Fees](#) | [Inspections](#) | **1** [Attachments](#) | [Contacts](#) | [Holds](#) | [More Info](#)

[Attachments](#) | [Next Tab](#) | [License Details](#) | [Main Menu](#)

### Attachments

Sort Needs Action ▾



**Attachment**

Receipt-167 Taylor.pdf

Uploaded: 04/18/2019

Notes: ICC Test Results

City Tax License Certifi ▾ **2**

**2** Add Attachment

Supported: pdf, jpg, png, jpeg, tiff, doc, docx, xls,xlsx, csv

**3** Submit

1. The Attachments page shows the documents you attached to the license during the application process as well as gives you an opportunity to add new documents to your license.
2. If a new document needs to be added to your license, make sure the document type is correct for your new document. If it is not, click the drop down option, select a different document type, and click Add Attachment.
3. Click Submit

## Contacts tab

License Number: LSVL-002350-2019



Renew

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

**License Details**

<b>License Holder:</b> Liz Schettler	<b>License Type:</b> Electrical Contractor	<b>Applied Date:</b> 07/08/2018
<b>District:</b> Louisville	<b>Period Start Date:</b> 07/08/2018	
<b>Status:</b> License Issued	<b>Expiration Date:</b> 07/08/2019	
<b>Last Renewal Date:</b>		

- Locations
- Fees
- Inspections
- Attachments
- Contacts**
- Holds
- More Info

[Contacts](#) | [Next Tab](#) | [License Details](#) | [Main Menu](#)

Contacts

Sort

Type	Company	First Name	Last Name	Title	Confirmation	Billing
Company		Liz	Schettler		Active	Yes

Results per page  1 - 1 of 1 << < 1 > >>

1. The Contacts page shows the contact listed on your license.
2. If you need to remove the contact listed on your license, please contact the Building Department.

## Hold tab

License Number: LSVL-002346-2019



Renew

- A hold currently exists on this license.

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

### License Details

<b>License Holder:</b>	Liz Schettler	<b>License Type:</b>	General Building Contractor: Class B	<b>Applied Date:</b>	04/18/2019
<b>District:</b>	Louisville	<b>Period Start Date:</b>	04/18/2019		
<b>Status:</b>	License Issued	<b>Expiration Date:</b>	04/18/2020		
				<b>Last Renewal Date:</b>	

[Locations](#) [Fees](#) [Inspections](#) [Attachments](#) [Contacts](#) **[1 Holds](#)** [More Info](#)

[Existing Holds](#) | [Next Tab](#) | [License Details](#) | [Main Menu](#)

### Existing Holds

Sort

Name	Description	Comments	Hold Date	Status
City Sales/Use Tax License	City Sales/Use Tax License		08/14/2019	Active

Results per page  1 - 1 of 1 << < 1 > >>

1. The Holds page shows different types of holds that could be applied to your license.
2. You may have a hold on your license that does not require any further action from you. Some holds are used as just information that the license holder or the Building Department needs to know for the permit.

### More Info tab

**License Details**

<b>License Holder:</b> Liz Schettler	<b>License Type:</b> General Building Contractor: Class B	<b>Applied Date:</b> 04/18/2019
<b>District:</b> Louisville	<b>Period Start Date:</b> 04/18/2019	
<b>Status:</b> License Issued	<b>Expiration Date:</b> 04/18/2020	
<b>Last Renewal Date:</b>		

[Locations](#) [Fees](#) [Inspections](#) [Attachments](#) [Contacts](#) [Holds](#) **1** [More Info](#)

[More Info](#) | [First Tab](#) | [License Details](#) | [Main Menu](#)

#### More Info

**Licensing Info** [Next Section](#) | [Top](#) | [Main Menu](#)

<b>ICC Test Holder Name</b>	Liz Schettler
<b>ICC Test Type</b>	B
<b>ICC Test Number</b>	ICNON1234
<b>Do you have a city tax license?</b>	No
<b>City Tax License #</b>	0

---

**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

<b>Electronic Signature of Owner or Authorized Agent:</b>	Elizabeth Schettler
<b>Date:</b>	04/18/2019

1. The More Info page shows the additional licensing information that was shared during the application process. If you need to alter any of these fields, please contact the Building Department.