



Community Development Policy and Procedure Statement

FROM: Chad Root, Chief Building Official (CBO)

SUBJECT: Contractor Licensing – Expired Licenses and Renewals

DATE: November 17, 2025 (Revised May 12, 2026)

Purpose

The purpose of this policy is to clarify the process and procedures if a contractor license expires, including the status of outstanding permits and the timeframe allowed to comply with licensing requirements. The Building Safety Division considers the compliance and current licensure of contractors to be important for building code compliance and safety, and to be in compliance with Municipal Code and knowledge of the newest Building Codes in the community. Being certified on 2018 Codes are the minimum from the date of this Policy those codes are the newest but were still developed more than 8 years ago with mass amounts of changes to technology during that time frame.

Policies

ICC Test Results and State-Issued Licenses: General Contractor's licenses (Type A, B, C) and Mechanical Contractor's licenses require passing ICC test results that conform to current Municipal Code requirements. Electrical and plumbing contractors must provide current State-issued licenses for the individual and company.

Contractor Login Required: All City contractor's license holders, except type D, must have their own login to the CSS portal (the City's online permitting and licensing system) with their direct email address and phone number, separate from the office or generic login for the license.

Application Compliance: All contractor's licenses will be reviewed for compliance of ICC test results and/or State Licenses for Electricians and Plumbers, Payment of fees, and a separate login for the License holder. If the application is non-compliant, the applicant will be given 30 days to come into compliance. If the applicant is not compliant within 30 days, the license will be voided and any fees refunded.

Procedures for Building Permits When License Expires or for Incomplete License

Applications: The following steps will be taken for existing building permits when a contractor's license expires and is not renewed or there is an incomplete application for license renewal. Minimum license application requirements include submittal of a passing ICC test result (copy of the official test results page that includes the test holder's photo from ICCsafe.org) or current State-issued license for electrical and plumbing contractors, an individual contractor log in, and payment of all adopted City fees.

- New permits will be put on hold and will not be approved or issued until the contractor's license is compliant.
- If a contractor's license expires and there are currently issued permits ("Open Permits"):
 - An email notification will be sent to all contacts on the open permits stating that the contractor will have 5 business days to respond.
 - If the contractor does not respond to the Building Department within 5 business days, any open permits will be put on hold with no work and no inspections.
 - If the contractor has open permits and needs to take an ICC test to be compliant, they must provide a paid receipt within 5 business days of the license expiration date showing the date the test will be taken with 30 days of the expiration unless approved otherwise by the Building Official. This will allow the contractor to work up until the test date on any open permits.
 - The passing ICC test results must be provided no later than 1 business day after passing the test. If the passing ICC test is not provided, the permit will be put on hold with no work and no inspections until they are compliant.
 - The Chief Building Official may extend the compliance deadline for open permits at their discretion.
- Emails are sent to the contact on the Contractor's License at intervals of 30 days, 20 days, 14 days, 7 days, and the day of expiration that the license will be expiring and that a new test may be required.