Adding a New License

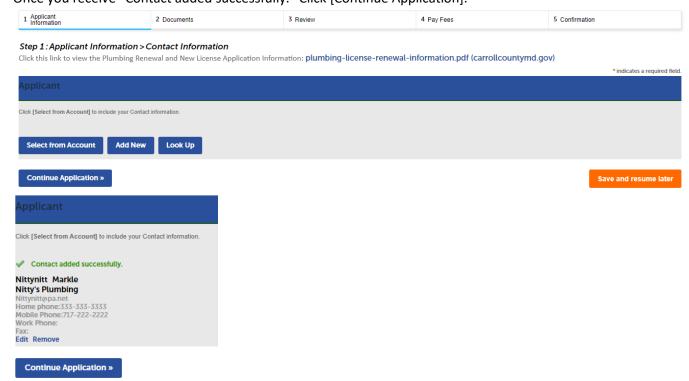
Login with your Registered username or email.
If you have NOT registered, click the link "Register for an Account" to do so.



- 3) Click Create an Application and check the box to accept the General Disclaimer and click [Continue Application].
- Select a License Type and click [Continue Application].Click the arrow beside "Trade License" to expand the type of license you can apply for.



5) Step 1: Applicant Information > Contact Information Click [Select from Account] to retrieve your Contact information. Once you receive "Contact added successfully." Click [Continue Application].



6) Answer State license information and whether you want to make you license Inactive and click [Continue Application].

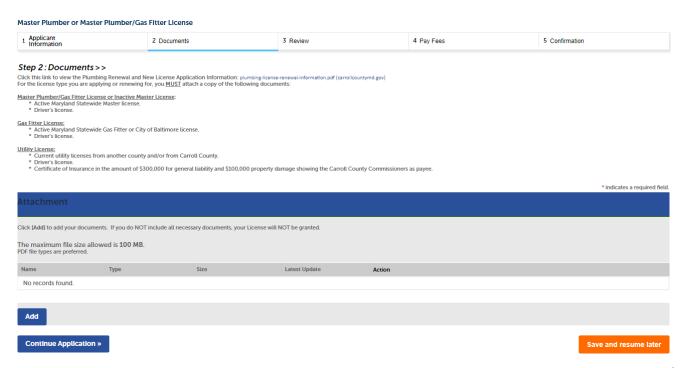
1 Applicant Information	2 Documents	3 Review
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Step 1: Applicant Information > Details

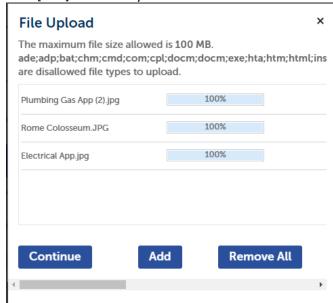


7) Step 2: Documents >>

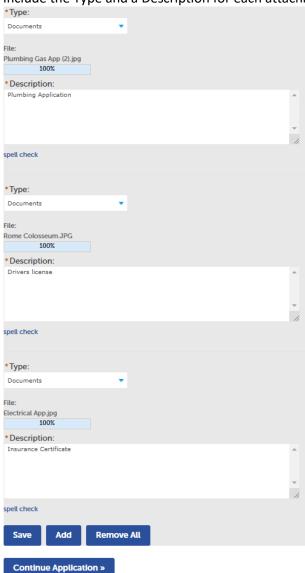
Add Required Documents and click [Continue Application]. PLEASE see the document url or the listing below to know what documents you MUST attach. If you click the url to view the information, you can click the back arrow to get back to your application.



Click [Add] until all of your documents are included. Click [Continue].



Include the Type and a Description for each attachment and click [Continue Application].



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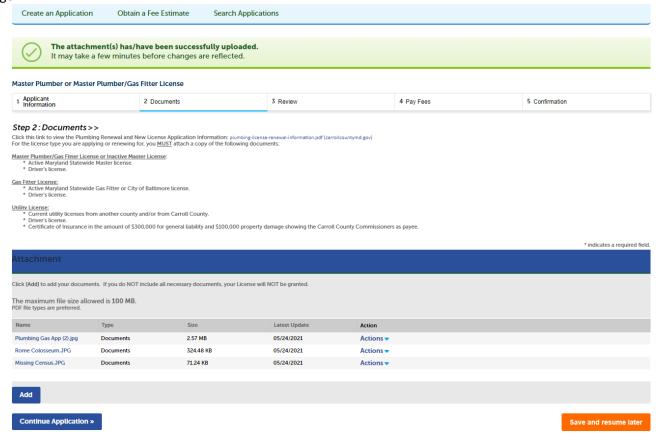
To Get Started:

Click on Permits heading to search for Building, Grading, or Trade permits. Click on Planning heading to search for D



When ready to resume, simply login, click Licenses, and Search Applications. You will see the temporary file number (similar to what displays above beginning with 21TMP) to click on to access.

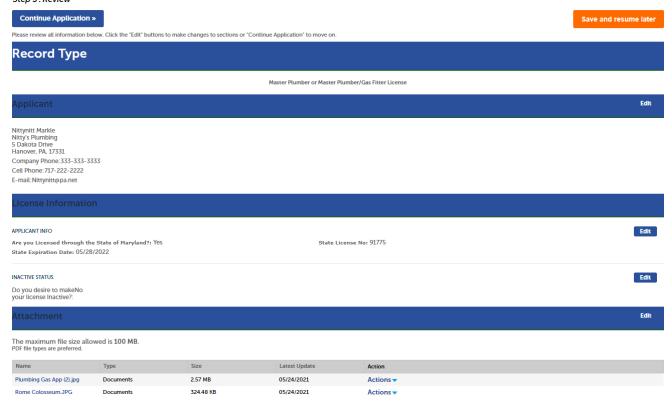
Once you have added all of your documents, click [Continue Application] and you should receive a successful message.



8) Step 3: Review

Review all your information and click [Continue Application] to continue. You can click [Edit] on the far right to make changes.

Step 3: Review



9) Step 4: Confirmation

You have successfully submitted your application. Please allow time for it to be processed.

If submitting a NEW application, a new License number will be generated for you.

Once a Permits Staff person reviews your applications and approved it, you will be notified by email to log back into the portal and pay your fees so that your license can be issued.

Once issued, the Permits Office will produce your License card and mail it to you.

