

4/29/20

CONTRACTOR LICENSING NEW PORTAL FEATURES ANNOUNCEMENT

On May 4, 2020, Contractor Licensing will expand its Growth Management Department (GMD) Portal capabilities to receive online payments for all fees related to licenses and updated insurance documents for registered users. Contractors will receive reminder notices for insurances nearing expiration and will be able to provide updates via a “Condition” on the GMD Portal.

Also, on May 29, 2020, new features such as Apply for a Contractor License and Renew this License will be available.

- Apply for a Contractor License - Local, Registered or State Certified Voluntary Registrations:
 - Our Licensing Supervisor will be available to guide all new contractors through the application process.
 - Contractors wishing to apply for a Local Specialty or Registered License and State Certified Voluntary Registrations will register their company and submit all required documents online.
 - Fees for each license type will be available on the GMD Portal and payable *after* the application review process is complete.
 - Contractors will be able to track their license status online until it is issued.
 - Certificates of Competency will be visible on the portal for respective users to print.
 - State Certified Voluntary Contractors are not required to meet with our Licensing Supervisor and will use the same “Apply for a Contractor License” link to submit required registration documents and pay fees, as applicable.

- Renew this License - Beginning this renewal season, June – September 2020, contractors will be able to renew their licenses by visiting the GMD Portal.
 - Renewal notices will be emailed to all users with a valid email address on file or mailed to those without.
 - The contractor will log on to the GMD Portal and navigate to “Renew this License” located under “My Items” in the menu bar at the top of the page.
 - Select “Renew this License” and follow the four (4) prompts to submit the required documents.
 - Fees for each license type will be available on the GMD Portal and payable *after* the application review process is complete.
 - Contractors will be able to track their license status online until it is issued.
 - Certificates of Competency will be visible on the portal for respective users to print.

Easy to follow guides will be available on the GMD Portal to assist with navigating the new Contractor Licensing processes. Make sure to register as a user of the GMD Portal today to take advantage of these improvements in the near future!