



Applying for a New Contractor License

***IF YOU ARE A SOLE PROPRIETOR YOU ARE REQUIRED TO APPLY FOR THE LICENSE IN PERSON**

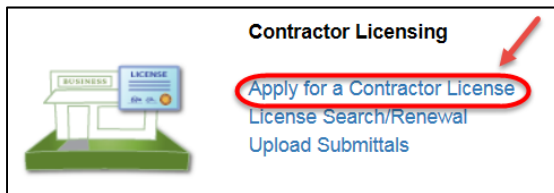
* These instructions apply to **NEW** contractors not previously licensed with the City of Thornton. If you are renewing your contractor's license please follow the instructions for [Renewing a Contractor License](#).

*For contractor requirements and responsibilities, refer to the [Contractor License Information](#) form.

* Note: if you exit the portal at any time before submitting your application, your progress will be lost and you will need to start over.

Required information will be indicated by an asterisk () and you will not be able to proceed unless the information is entered.

1. Navigate to the CityView Portal and sign in using the email address and password you used to register for an account.
2. Select **Apply for a Contractor License**.



3. Step 1: Business Name

- A. Enter your contractor name in the **Business Name** box. This will be the business name that you will be using to apply for permits (ex: Jane's General Contracting LLC).
- B. Describe the type of work you do:
 - i. Examples: Roofing, Siding, Plumbing, Home Remodel, Commercial Remodel, Electrical, Excavation, Elevator, Solar, Mechanical, Fire Systems, Heating/Air Conditioning, etc.
- C. Select your Business Type from the drop-down menu: Corporation, LLC, Non Profit, or Partnership. Then enter the Name and address of one officer/member/partner.
 - i. Note: Sole Proprietor is not an option. If you are a Sole Proprietor, you will need to apply in person.
- D. Enter the Driver's License information and the Date of Birth of the officer/member/partner listed above.
- E. Select **Next Step: Classifications**.

Business License Application - Basic Information
Required information is indicated with an asterisk (*).

The application is not submitted until all information is collected and you press the "Submit Application" button on the Summary Tab. If you exit the process any time before then, there will be no record of the application in the system.

*** Description of Business**

Business Name: * Jane General Contracting (A)
Limit 500 characters

Please describe what your business does: * Mechanical, Specialty, Elevator, Plumbing, Solar, Heating/Air Conditioning, Commercial Contracting, Residential Contracting, Roofing (B)
Limit 4000 characters

*** Business Type Information (Please provide the name and address of one officer, member or partner)**

Business Type: LLC (C)
Name: Jane Doe
Title: Owner/Managing Member
Street Address: 9500 Civic Center Dr
City: Thornton
State: COLORADO
Zip: 80229

*** Driver's License Details**

Driver's License #: 07123456 (D)
State: COLORADO
DOB: 06/11/1975 (E)

Buttons: Cancel, Next Step: Classifications (E)



4. **Step 2: Classifications**

- A. Select one or more classifications that apply to your business.
- B. Select **Next Step: Classification Details** (this will actually take you to the next step, Step 3: Owner).

5. **Step 3: Business Owner**

Only select one of the three following options:

- A. Select **Use my address** if you are the business owner, and the name/address information that appears on the screen is correct (this information can be edited under the *My Account* link at the top of the page).
- B. **OR** Select **Search the address book** if you are not the business owner, but the business owner lives in the city of Thornton. Begin typing the business owner's name or address in the **Search for a person** box and select the correct option
- C. **OR** Select **Enter the owner name and address** if neither A or B above apply. Enter the required information.
- D. Select **Next Step: Contact Information**.



6. **Step 4:** Contact Information

Enter the mailing address and contact numbers for your business. Only select one of the three following options:

- A. Click the **Copy from the Business Owner** button if the business contact information is the same as that of the business owner. This will copy the information entered previously under Step 3: Owner.
- B. OR you may search for your business contact information using the **Search for a person** box. Start typing the name of your business or the address and select your business from the options list. If your business does not appear on the list, enter the information in the next section.
 - i. Note: The **Search for a Person** box does not search by person's name. You must enter either a business name or a business address.
- C. OR if neither A or B above apply, enter your business contact information manually in the **Mailing Address and Contact Numbers** section. Complete all required fields.
- D. Select **Next Step: Additional Contacts**.

Business License Application - Contact Information
Required information is indicated with an asterisk (*).

Please enter the mailing address and contact numbers for your business. Correspondence with your business will be sent here.

Copy from the Business Owner A

Search for a person B

Mailing Address and Contact Numbers C

Only select one of the three options

Preferred Contact Method*

Street Address*

Additional Address
Suite, PO Box, etc

City/State/Zip*

Email Address*

Contact Number(s)

Type Contact Number Ext.

(*Please note: at least one contact number is required)

Previous Step: Owner Next Step: Location D



7. **Step 5:** Additional Contacts

- A. The business owner information you entered in the previous screen will appear here.
- B. Click on the Add New Contact hyperlink to enter additional contacts for the company. Here is where you can enter the names of any additional Owners/Officers or company Representatives.
- C. A screen will appear where you must enter all the information for the contact you want to add.
- D. Click the Add This Contact button when done.
- E. Select **Next Step: Location Details**.
 - i. Note: This will take you to the next step in the application process, which is Upload Files. The Location step will be skipped.

Contractor License Application - Additional Contacts

Type	Contact
<input checked="" type="checkbox"/> Business Owner	Joe Contractor, Address:9500 Civic Center Dr / ATTN: Permits, CA

[Add New Contact](#) | [Add Business From Address Book](#)

Previous Step: Contact Information | Next Step: Location Details

New Contact

Required information is indicated with an asterisk (*).

Contact Type* Representative

Preferred Contact* Method Email

Full Name* Jane Representative

Street Address* 9500 Civic Center Dr

Additional Address
Suite, PO Box, etc

City/State/Zip* Thornton CO 80229

Email Address

Contact Number(s)

Type*	Contact Number*	Ext.
Primary	3035387250	

(*Please note: at least one contact number is required)

Add This Contact



8. **Step 6:** Upload Files

Refer to the **Contractor License Information** form for a list of the documents required to be submitted. The requirements depend on the license(s) for which you are applying. Failure to provide the required documents will hold up the issuance of your license.

INSURANCE: The City of Thornton does not require proof of insurance. Please do not upload or send us insurance information.

- A.** Review and follow the **Guidelines for Electronically Submitting Documents**, listed on the top of the page (see below).
- B.** Upload Reciprocal License/ICC Certification, State Masters License, and/or State Contractor License as required. Click the **Browse** button next to each document you want to upload to find and attach the file from your computer.
- C.** Upload any **Additional Documents** through the **Browse** button and provide a description of the document(s).
- D.** Select **Next Step: Review and Submit**.
 - i. If no documents are uploaded a pop-up will appear as a reminder that you can provide those at a later date either in person or by using the Upload Submittals link from the main page
 - i. NOTE: The contractor license will not be issued until all required documents are received.



9. **Step 6: Review and Submit**

- A. Review the application information you entered, uploaded documents, and fees. If you need to make changes, select the **Previous Step** button until you find the page with the information you need to change or correct.
- B. Certification clause: You must agree to the certification in order to proceed. Select **YES** from the drop-down menu.
- C. Complete the Character Recognition box. Enter the characters you see in the box. If you have trouble making out the letters/numbers you can click on the **Refresh** button to get a new set of characters.
- D. Select **Submit Application and Pay Fees**.

**** Business Type Information (Please provide the name and address of one officer, member or partner)**

Business Type: LLC

Name: Jane Doe A

Title: Owner/Member

Street Address: 9500 Clark Dr Dr

City: Thornton

State: COLORADO

Zip: 80229

Fees


Total Amount Payable Online: \$75.00

There are fees owing on this license application. All fees must be paid before this application can be submitted. Clicking the "Submit Application and Pay Fees" button will submit your application and redirect you to the payment screen where you can pay your fees online.

By submitting this application you certify that the above information is true to the best of your knowledge and that you will notify the Building Inspection Division of any changes to the status, company name or address in accordance with Section 10-122 of the Thornton City Code. You also confirm that you have read and understand the responsibilities of a license holder as stated in Section 10-121 of the Thornton City Code.

Do you agree? Yes B

Type the characters you see in the image below to continue.

 C

Previous Step: Upload Files | **Submit Application and Pay Fees** D | Cancel Application

10. **Last Step: Pay Fees** (We accept Visa, MasterCard and Discover)

- A. Step 1 Fees - Review the fee amount, then Select **Next Step: Billing Information**
- B. Step 2 Billing Information- Enter your credit card information (type, number and expiration date)
- C. Select **Next Step: Confirmation**.

Step 1: Fees | Step 2: Billing Information | Step 3: Confirmation

Fee Payment - Fees

Fee Type	Amount	Amount Paid
Class D Specialty Contractor	\$75.00	\$0.00
Totals:	\$75.00	\$0.00
Total Amount Owning:	\$75.00	

Cancel | **Next Step: Billing Information** A

Step 1: Fees | Step 2: Billing Information | Step 3: Confirmation

Fee Payment - Billing Information

Required information is indicated with an asterisk (*).

▼ Credit Card Information

Card Type* B

Card Number*

Expiry Date* / C

Pay Amount: \$75.00

Back | **Next Step: Confirmation** C | Cancel



- D. Step 3 Confirmation- Review the payment Information.
 - i. If corrections need to be made, click the **Back** button and enter the correct information.
- E. Select **Complete Payment**.
 - i. Please wait until your transaction is processed.

11. Confirmation.

- If your application is processed successfully, the screen will display a confirmation message.
- Please note that the Application number is not your license number.
- Your new license will be available via the portal in 1-3 business days.

Congratulations!

You have applied for a contracting license. A confirmation email will be sent to you shortly.

- If there was a problem processing your payment, an error message will appear. You can make the payment and complete the application by:
 - A. Navigating to the **My Items** page.
 - B. Scrolling down to the **My License Applications** section.
 - C. Clicking the **Pay Fees** button below the pending application.

Reference Number	Address	Type	Status	Date Created
LCC201700008		Contractor	New	02/24/2017

- 12. **Once your license is issued, make sure to follow the instructions to LINK ACCOUNT TO EXISTING CONTRACTOR.** This will ensure that any permits linked to your contractor profile are visible and accessible through your portal account.

Please review the information below:



Responsibilities

See the provisions of Thornton City Code Section 10-121 for your responsibilities as a contractor working in the City of Thornton.

Expiration

- Contractor licenses are valid for one (1) year from the issue date and are renewable any time within one year of expiration.
- Electrical contractor registration is valid for two (2) years. You will be notified approximately 30 days prior to the expiration of your license. If you selected email as your preferred method of contact in your portal registration, an email will be sent to the email address associated with your portal account.

Renewal

- You will receive notification approximately 30 days prior to the expiration of your license.
- The link to Renew your license will appear in the **My Items** page under **My License Applications**.

License Number (Issuance) and Contractor Number (Licensee)

- The Licensee number begins with LCC and is your Contractor Number. This number will not change.
- The Issuance Number will have a prefix such as PLME.... which is an abbreviation of the license type. This number is your License number and will change every time your license is renewed.