

## Renewing a Contractor License in CityView Portal

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

**YOU MUST BE SIGNED IN TO THE PORTAL TO RENEW A LICENSE.  
IF YOUR COMPANY IS NOT REGISTERED IN OUR PORTAL, GO TO THE PORTAL HELP PAGE  
AND FOLLOW THE INSTRUCTIONS TO REGISTER AS AN EXISTING CONTRACTOR BEFORE YOU  
PROCEED.**

**\*RENEWALS ARE A 2 STEP PROCESS:**

**(1) UPLOAD THE COMPLETED APPLICATION AND**

**(2) PAY FEE(S).**

**IF YOU DON'T DO BOTH WE WILL NOT BE ABLE TO PROCESS YOUR RENEWAL.**

Portal website: <https://cityviewportal.cityofthornton.net/>

1. Click here to access the [Contractor License Application](#) or find it under the Portal Help page. Complete the application and save it on your computer so you can upload it later.
2. **Sign in** to your CityView Portal account.
3. From the home page click on the **My Items** link at the top of the page.
4. Open the [My Contractor License Applications](#) heading.
5. Click on your Reference number in blue (That is your Licensee/Contractor Number, it starts with LCC).
6. On the License Application Status page:
  - A. Scroll down to the bottom of the page to the [Upload Additional Documents](#) heading and click the hyperlink that says **Click Here**.
  - B. Click the **Browse** button under the [Upload Additional Documents](#) heading to find and attach the application from your computer.
  - C. Browse for and attach any other required documents.
  - D. When all files have been attached click the **Upload Documents** button at the bottom of the page.
7. Under the [Fees](#) heading click on the **Pay Fees?** Hyperlink and follow the screens to enter your credit card information.  
NOTE: We accept Visa, MasterCard and Discover.
8. You will receive an email once your license renewal has been processed.

**\*YOU MAY RENEW YOUR LICENSE NO EARLIER THAN 30 DAYS PRIOR TO YOUR LICENSE EXPIRATION.**

**\*IF THE RENEWAL IS NOT AVAILABLE ONLINE AND/OR YOU ARE NOT ABLE TO PAY THE RENEWAL FEE(S) PLEASE CONTACT OUR OFFICE AS WE MAY HAVE TO CREATE THE RENEWAL FOR YOU TO ACCESS IT ON THE SYSTEM.**