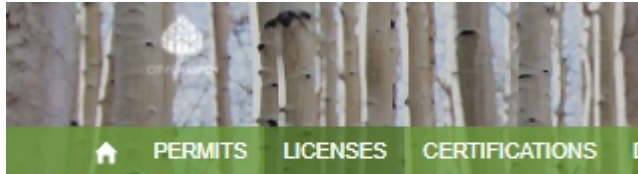


## How to Renew a

## Contractor's License

1. Login to your account through the Applicant Portal (insert link).
  - a. If you do not have an account, please register here.
2. Click on Licenses at the top of the screen.



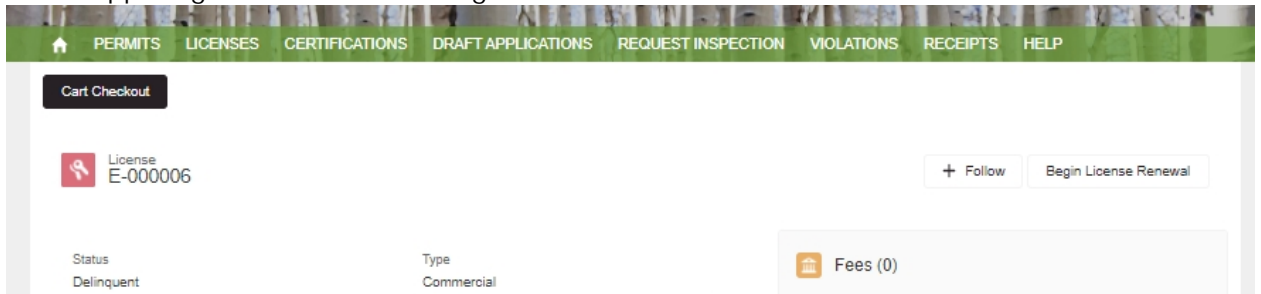
Cart Checkout

To open an item for details, click on the Number of the item. To se

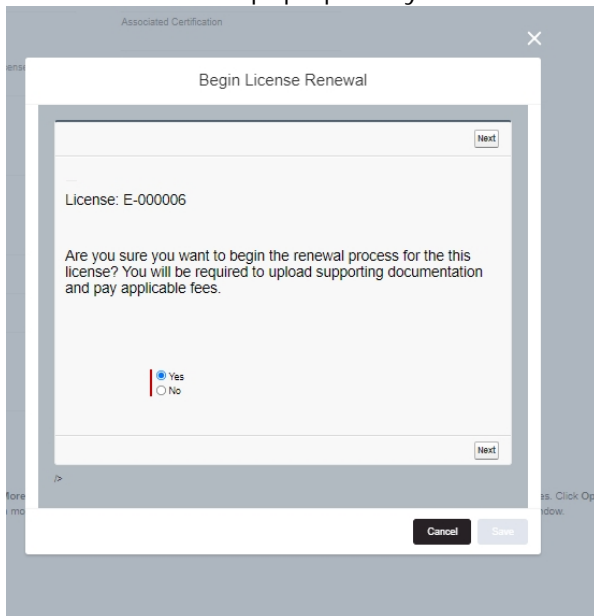
3. Select the License Number you wish to renew by clicking on the blue hyperlink.

License Number	Type	Issue Date	Status
<a href="#">E-000006</a>	Commercial	7/26/2018 3:49 PM	Delinquent
<a href="#">E-000002</a>	Homebuilder	10/2/2018 3:28 PM	Submitted

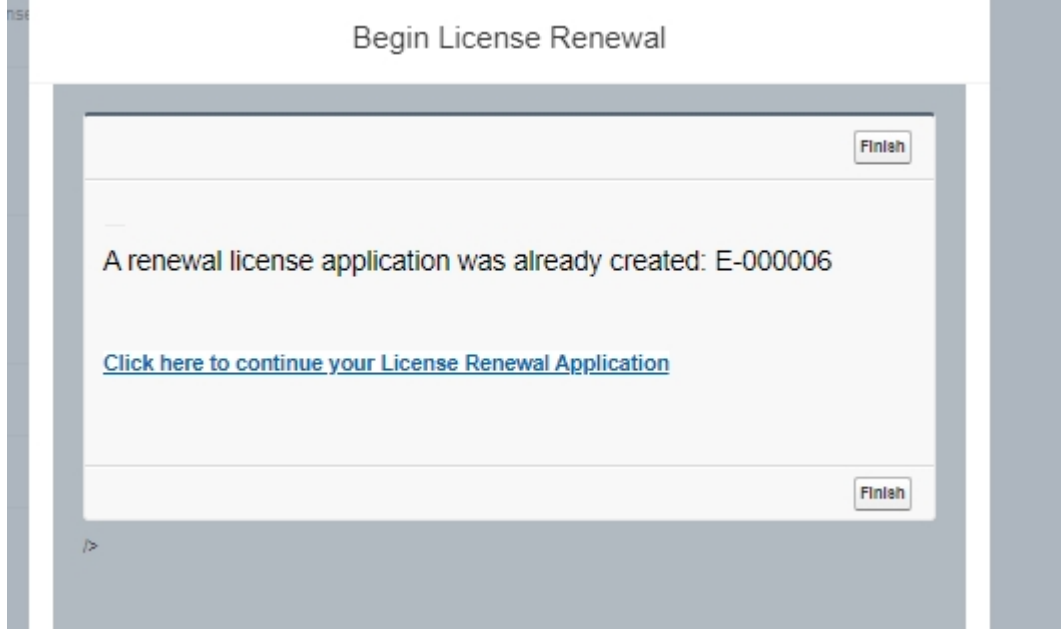
4. At the upper right corner click on Begin License Renewal



5. A new window will pop up and you will need to follow the prompts



6. Click on the blue hyperlink that says, "Click here to continue your License Renewal Application". DO NOT click on Finish.



7. Your renewal application will open in a new window. **Make sure to have all required documentation listed here (insert link) prior to submitting your application.**

**Important:**

- Contractor Licenses are issued within two business days.
- You will receive a notification to pay fees prior to issuance.
- **If you have never received a License Certificate from our new permitting system, please start a new application and do not follow these steps.**
- For questions, contact [buildingadmins@cityofaspen.com](mailto:buildingadmins@cityofaspen.com)