



How to Renew a Contractor's License

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



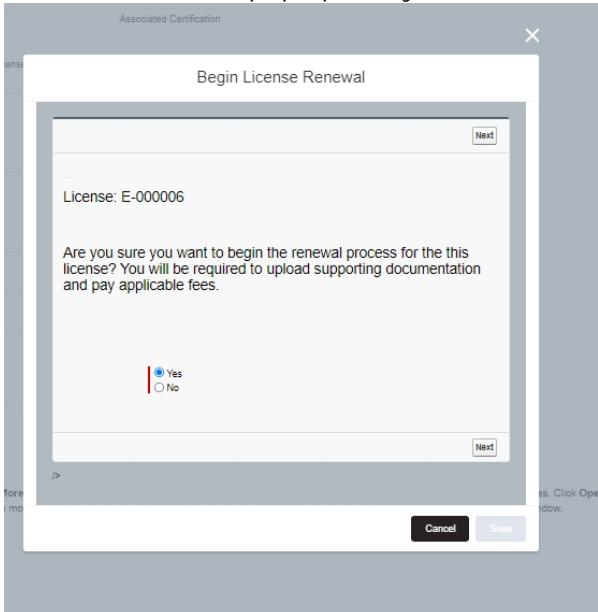
3. Select the License Number you wish to renew by clicking on the blue hyperlink.

Number	Type	Issued	Status
E-000006	Commercial	7/26/2018 3:49 PM	Delinquent
U-000005	Residential	4/2/2018 3:28 PM	Submitted

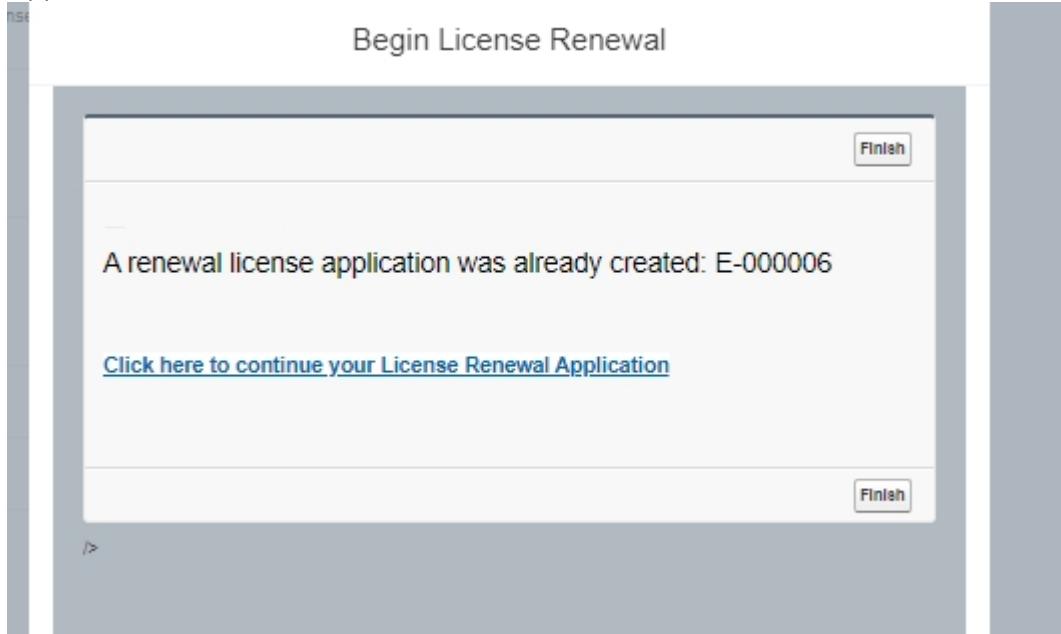
4. At the upper right corner click on Begin License Renewal



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.

Prior to submitting your application, make sure you have the required submittals for your license:

- Signed and Notarized [Insurance Affidavit](#) (print this out)
- Photo ID of Certified individual
- Certification (both sides of BEST card or an ICC Certification/Test Passed)

- **NOTE: Plumbers and Electricians must upload BOTH their DORA Master license & DORA Contractor license**

- 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 CDEadmins@aspen.gov