



# Permit Portal

## Contractor Registration – New (see pg. 3 for renewal steps)

10/17/2022

1. Log in to the [Permit Portal](#)
2. Click **Apply**
3. In the category dropdown, select **Contractor Registration**
4. Select an electrical, HVAC, or general contractor registration type

ELECTRICAL - CONTRACTOR REGISTRATION     
  GENERAL - CONTRACTOR REGISTRATION  
 HVAC - CONTRACTOR REGISTRATION

- a.
5. Click **Next**
6. Type in the name of the business and click **Next**
7. Type in the address of the business and click **Next**.
  - a. **Note:** if you do not see an address auto-populate, that is OK. Address must be located within the State of Ohio.
8. If an electrical or HVAC registration, type in the state issued license number.
9. Complete the rest of the fields and then click **Next**.
10. Review the information you provided and if correct, click **Save and Continue**. Otherwise, click **edit** to make any changes.
11. You will receive a confirmation email notification letting you know that you've submitted the registration.
12. Click **Go to my new license**
13. In the **Submittals** section, upload a copy of your state license and any other required documents.
  - a. **Note:** If performing demolition work, bonding insurance is required.

**Submittals**

Upload the required documents using the "Files" button located in the far right column

Submittal	Required	Received	Version	Status
Copy of State License	Yes		1	Pending <a href="#">0 Files</a>
Application for Contractor Registration (Required if not submitted online)	No	n/a	1	Pending <a href="#">0 Files</a>
Bonding Insurance (Required for Demolition Work)	No	n/a	1	Pending <a href="#">0 Files</a>

- b.
14. Click **Pay Online** to pay for your registration.

Business:  
Electrical Contractor Business  
150 S. Front St., FSL Suite 10  
Columbus, OH 43215

License Status: Pending

Renewal Status: Pending

Effective: 9/16/2022

Expires:

Due Now:

**\$50<sup>00</sup>**

[Pay Online >](#)

Additional fees may be required

a.



15. Enter your credit card information to complete your payment.
  - a. **Note:** American Express is not currently accepted.
16. The Building Department will be notified of your payment. Await a response from them that your registration is issued (or if they need additional information).
17. Once issued, from the Portal home page, go to **My Applications** and look for your registration in the **Active** section under **Licenses**.
18. Click on your registration and then click **Print** to see a copy of your registration.

Business: Electrical Contractor Business 150 S. Front St., FSL Suite 10 Columbus, OH 43215	License Status: Valid Effective: 9/16/2022 Expires: 12/31/2022	Due Now: <b>\$0<sup>0</sup></b>  Additional fees may be required
	Renewal Status: Issued Effective: 9/16/2022 Expires: 12/31/2022	

- a.
19. When applying for permits, you may use your business name or registration number to search for and add yourself as the contractor.



TRAINING

Add a Contractor

Find Your Contractor

22-00037-ELE

150 S. Front St., FSL Suite 10 Columbus, OH 43215 - LICENSE - 22-00037-ELE ( ELECTRICAL - CONTRACTOR REGISTRATION )

CANCEL ADD TO MY PERMIT

Done

Not Complete

a.



## Contractor Registration – Renewal

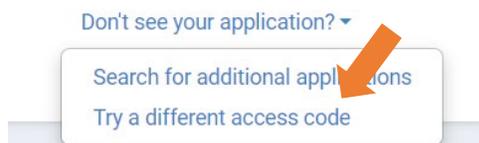
1. Log in to the [Permit Portal](#)
2. Go to **My Applications** to look for your existing registration in the **Active** or **Expired, Delinquent, and Suspended** under **Licenses**.

*The 20 most recently expired permits fr  
Search for additions*

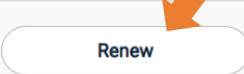
Licenses 

Number/Type	Business
<a href="#">22-00036-ELE</a> ELECTRICAL - CONTRACTOR REGISTRATION	test 150 S. Front St., FSL Suite 10
<a href="#">22-00029-ELE</a> ELECTRICAL - CONTRACTOR REGISTRATION	test 150 S. Front St., FSL Suite 10

- a.
- b. If you do not see a past registration, contact the Building Department as the registration may be associated with a different Portal account. The Building Department can provide you the **Access Code** for other related Portal accounts if there are any.
  - i. To enter an access code, click **Don't see your application?** at the bottom of the page and then **Try a different access code**.



1.
  - ii. Type in the access code and then click **Submit**. It will say accepted if the access code was legitimate.
3. In the row of the license and under **License Status**, click **Renew**.

Effective	Expired	License Status
9/14/2022	9/13/2022	
8/1/2022	8/2/2022	



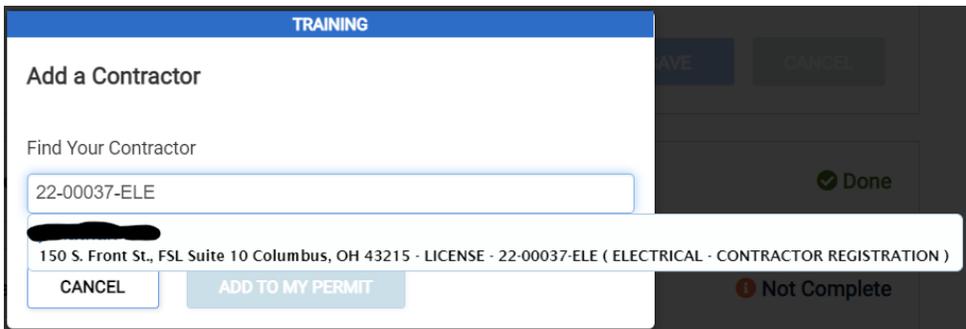
- a. *ies from the past year are displayed above.*
- b. **Note:** The earliest you can renew a license is two months prior to the end of the year. The **Renew** button will not show prior to then. Additionally, if you are not registered for the current year, you will have to register and pay for the current year and then the following year unless you wait to register/renew on January 1<sup>st</sup>.



4. After clicking **Renew**, verify that the state issued license is correct (if applicable) and that the rest of the fields are correct and then click **Next**.
5. In the **Submittals** section, upload a copy of your state license and any other required documents if they changed since your previous registration.
6. Click **Pay Online** to pay for your registration renewal.
7. Enter your credit card information to complete your payment.
  - a. **Note:** American Express is not currently accepted.
8. The Building Department will be notified of your payment. Await a response from them that your registration renewal is issued (or if they need additional information).
9. Once issued, from the Portal home page, go to **My Applications** and look for your registration in the **Active** section under **Licenses**.
10. Click on your registration and then click **Print** to see a copy of your registration.

Business: Electrical Contractor Business 150 S. Front St., FSL Suite 10 Columbus, OH 43215	License Status: Valid Effective: 9/16/2022 Expires: 12/31/2022	Due Now: <b>\$0<sup>0</sup></b>  Additional fees may be required
	Renewal Status: Issued Effective: 9/16/2022 Expires: 12/31/2022	

- a.
11. When applying for permits, you may use your business name or registration number to search for and add yourself as the contractor.



**TRAINING**

Add a Contractor

Find Your Contractor

22-00037-ELE

150 S. Front St., FSL Suite 10 Columbus, OH 43215 - LICENSE - 22-00037-ELE ( ELECTRICAL - CONTRACTOR REGISTRATION )

CANCEL ADD TO MY PERMIT

Done

Not Complete

a.