



## CONTRACTOR LICENSING

Jefferson County requires certain information about the Contractor requesting a permit. To apply for a permit with the County your business may need to be verified through the registration and review process.

Registering your contractor license will only need to be done once but some information will need to be updated annually (like State License/Certification Expiration Date, Business License Number and Expiration Date) or periodically/if it changes (like address or phone number). You will be able to use the information you entered as part of your ePermitJC user account to complete these registrations if appropriate.

Currently the following Contractors must be registered. We also recommend you have a digital version of your State License/Certification and Business License on hand at the time of registration.

Follow the instructions below to register as a Licensed Professional and apply for Permits. Please make sure to have the following documents ready when applying for registration.

Licensed Professional Type	Required Documents on Registration
Electrical	Active State License and JC Business License
Plumbing	Active State License and JC Business License
Gas Master – LP Class A	Active State License, Active JC Business License, & State Letter
Gas Master – LP Class C	Active State License, Active JC Business License, & State Letter
Gas Master - Natural	Active State License and JC Business License
Erosion Control	Active ESC Workshop Certification and Business License
Fire Alarm	Active State License and JC Business License
Electronic Security	Active State License and JC Business License
General Contractor	Active State License and JC Business License
HVAC Professional	Active State License and JC Business License
Licensed Home Builder	Active State License and JC Business License
Low Voltage (Self registration not available)	Contact Development Services at (205) 325-5321 to register
Demolition (Self registration not available)	Contact Development Services at (205) 325-5321 to register



# CONTRACTOR LICENSING

Go to ePermitJC (<https://aca-prod.accela.com/jccal/>)

- Click “[Register for an Account](#)” If you are a first-time user. For step-by-step instruction click the link below.

[Register for a Public User Account](#)

- If already registered: Login to your account & click on “Contractor Licensing” tab on the menu
- Accept the General Disclaimer.
- Continue the Application

- Select “non-applicable” from the “Licenses” list.
- Continue the Application.

Save and resume later

## Save and Resume Later Option

The Save and Resume option allows you to save your application at any point without losing the data you have entered. It is located at the bottom of each page during the application process.



## CONTRACTOR LICENSING

- Click on "Select from Account" in the License Holder section to add your information as the "License Holder". (image A)
- Click on "Add New" in the Company section to enter the Company information for the "License Holder". (images B & C)

**A**

Contractor Registration

1 Contact 2 Registration 3 Attachments

**Step 1: Contact > Applicant**

**License Holder**

To add new contacts, click the "Select from Account" or "Add New"

**Select from Account** **Add New**

**Company**

**Select from Account** **Add New**

**Step 1: Contact > Applicant**

**License Holder**

To add new contacts, click the "Select from Account" or "Add New"

✓ **Contact added successfully.**

**TEST CONTRACTOR**  
MAIL@EMAIL.COM  
Home phone:  
Mobile Phone: (123)-456-7896  
Work Phone:  
Fax:  
**Edit Remove**

**B**

**Contact Information**

First: TEST Middle: Last: COMPANY

\* Company Name: TESTCON LTD \* Business Phone: (123)-456-7895

\* Address Line 1: 1000 MAIN STREET Mobile Phone: ((xxx)-xxx-xxxx)

Address Line 2:

Address Line 3: AA

\* City: CITY \* State: AL \* Zip: 12345

\* E-mail: EMAIL@MAIL.COM

**Preferred Contact Method**  
Business Phone

**Continue** **Clear** Discard Changes

**C**

**Company**

✓ **Contact added successfully.**

**TEST COMPANY**  
**TESTCON LTD**  
EMAIL@MAIL.COM  
Home phone:  
Mobile Phone:  
Work Phone: (123)-456-7895  
Fax:  
**Edit Remove**





## CONTRACTOR LICENSING

- Continue the Application.
- In the resulting window select your Profession Type from the “Type” list, add required information for your profession type registration, and click Continue Application.

### Step 2: Registration > License & Certifications

#### Details


##### PROFESSION TYPE

\*Type:   
Gas Master - Natural 

##### REGISTRATION INFORMATION

State License/Certification Number: \*

MPG-12345

State License/Certification Expiration Date: \* 

06/30/2021 

Business License Number: \*

2021-123456

Business License Expiration Date: \*

09/30/2021 

- Attach the required documents to your application. click Continue Application.

### Step 3: Attachments > Documents

#### Uploaded Documents

Please attach the following documents. Not providing this information may delay your application's approval.

- **Current State License or Certifications**
- **Current Business License**

The maximum file size allowed is 250 MB.

Name	Type	Size	Latest Update	Action
JC Business License.pdf	Business License	33.93 KB	03/16/2021	<b>Actions</b> 
Contractor State License.pdf	Certification	34.43 KB	03/16/2021	<b>Actions</b> 



## CONTRACTOR LICENSING

- Review your information and update as needed. Agree to the terms at the bottom of the page. click Continue Application.

**Step 4: Review**

Save and resume laterContinue Application »

Please review all information below. Click the "Edit" buttons to make changes to sections or "Continue Application" to move on.

**Record Type**

Contractor Registration

**License Holder** Edit

TEST CONTRACTOR  
2100 TEST ROAD  
MORRIS, AL, 12345  
Mobile Phone: (123)-456-7896  
E-mail: MAIL@GMAIL.COM  
Preferred Contact Method

**Company** Edit

TEST COMPANY  
TESTCON LTD  
2100 TEST ROAD  
MORRIS, AL, 12345  
Business Phone: (123)-456-8905  
Mobile Phone: (123)-456-7896  
E-mail: MAIL@GMAIL.COM  
Preferred Contact MethodBusiness Phone

**Details**

PROFESSION TYPE  
Type: Gas Master - Natural Edit

REGISTRATION INFORMATION  
State License/Certification Number: MPC-12345 State License/Certification Expiration Date: 05/31/2021  
Business License Number: 2021-123456 Business License Expiration Date: 09/30/2021 Edit

**Uploaded Documents** Edit

The maximum file size allowed is 250 MB.

Name	Type	Size	License Update	Action
JC Business License.pdf	Business License	33.83 KB	03/16/2021	Actions
Contractor State License.pdf	Certification	34.43 KB	03/16/2021	Actions

Add

I certify that I have read and understand the instructions that accompany this application and that the statements made as part of this application are true, complete, and correct and that no material information has been omitted. By checking the box below, I understand and agree that I am electronically signing and filing this application.

☒ By checking this box, I agree to the above certification. Date: 05/16/2021



## CONTRACTOR LICENSING

- A submission confirmation and your Record Number is displayed.

### Contractor Registration

1 Contact2 Registration3 Attachments

Your Contractor Registration application has been successfully submitted.  
We will begin the process of review for completeness.

Thank you for using our online services.  
Your Record Number is CRA-21-0003.

You will need this number to check the status of your application.

Click "View Record Details" below to check your application status.

[View Record Details »](#)

### What happens next?

- Your application will be reviewed by our staff to ensure all pertinent information has been provided before approving it.
- Some Applications will not be complete upon the initial submittal and may require one or more items to be clarified or corrected. In this instance an email notification is sent to the applicant indicating what is required.
- Upon approval of the application a **Contractor Registration Number** is generated and assigned to you.
- You will receive an email notification with your Contractor Registration Number.