

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



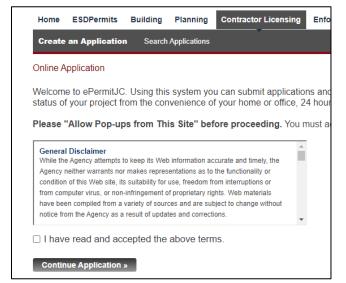
## Go to <u>ePermitJC</u> (https://aca-prod.accela.com/jccal/)

 Click "Register for an Account" If you are a first-time user. For step-by-step instruction click the link below.

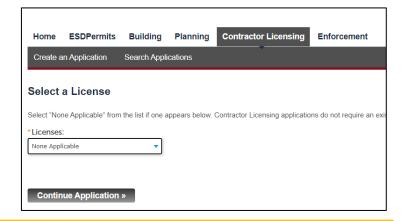
Register for a Public User Account



- If already registered: Login to your <u>account</u> & 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.



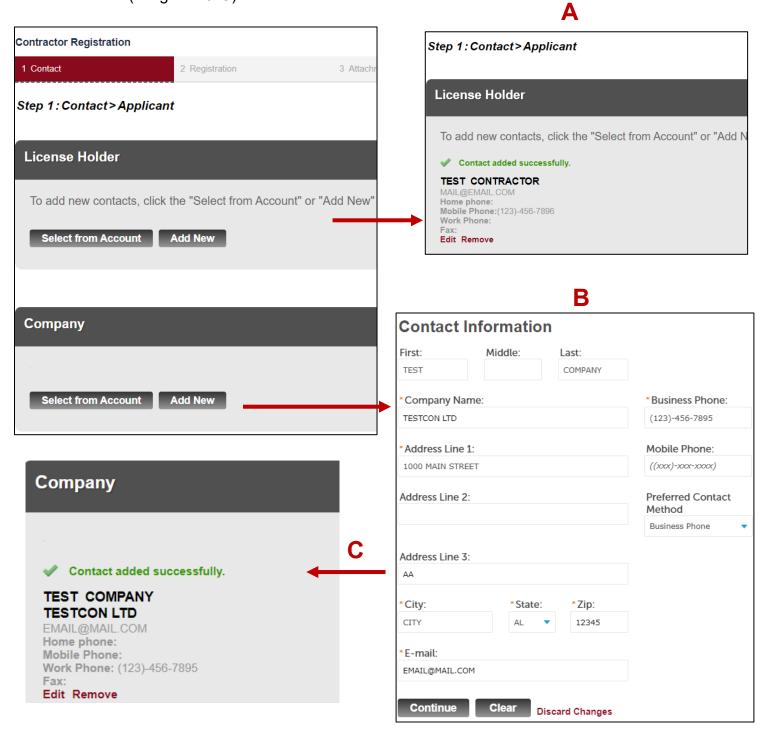
**Save and Resume Later Option** 

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.

Save and resume later

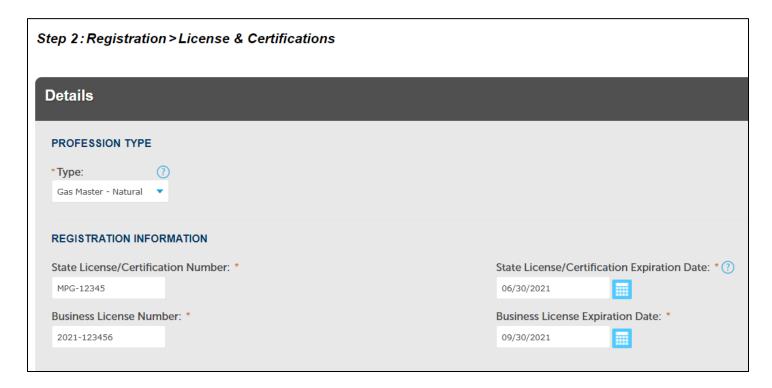


- Click on "Select from Account" in the License Holder section to add your information as the "License Holder". (image A)
- Click on "Add New" in the Company section to enter the Company information for the "License Holder". (images B & C)

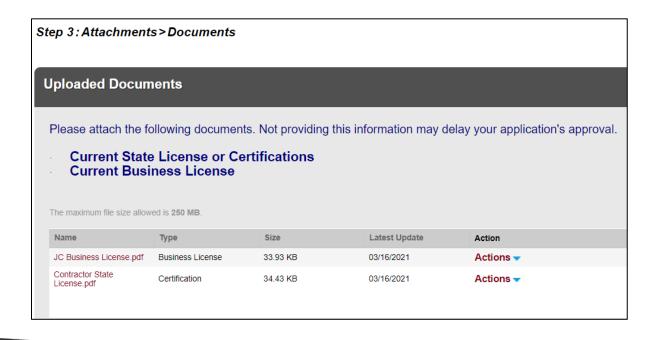




- Continue the Application.
- In the resulting window select your Profession Type from the "Type" list, add required information for your profession type registration, and click <u>Continue Application</u>.

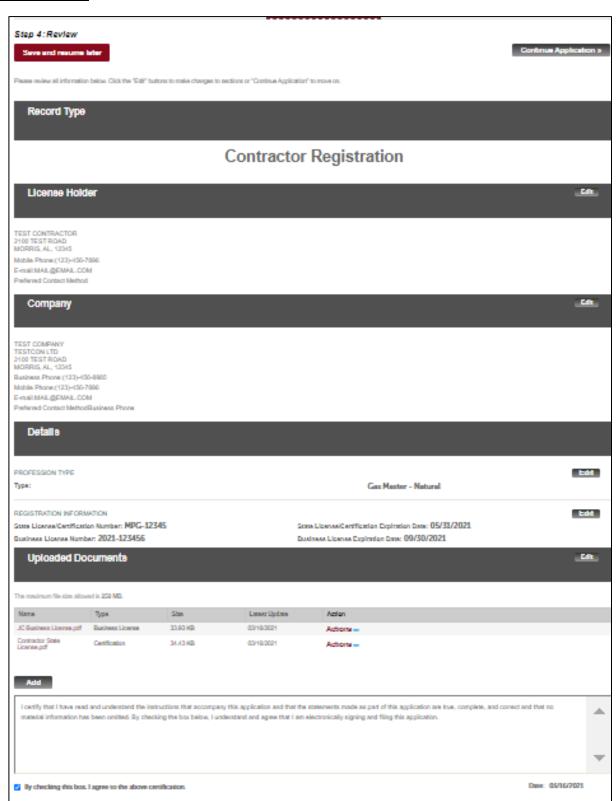


Attach the required documents to your application. click <u>Continue Application</u>.



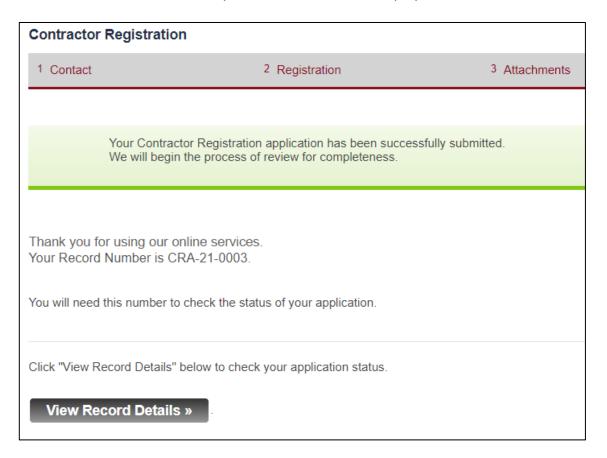


• Review your information and update as needed. Agree to the <u>terms</u> at the bottom of the page. click <u>Continue Application.</u>





• A submission confirmation and your Record Number is displayed.



#### 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.