

Upon logging into your contractor's account, navigate to the License tab.

Under your list of licenses within the Records tab, you will be able to view the status of all licenses associated with your account and which ones are due for Renewal or Amendment.

The screenshot shows the contractor's account dashboard. At the top, there is a navigation bar with 'Home', 'Search', '+ New', 'Request', and 'Help'. Below this, there is a status bar indicating the user is logged in as 'China Jalette Hepburn' and showing 'Collections (0)', 'Cart (1)', 'Account Management', and 'Logout'. The main content area has a sub-navigation bar with 'Home', 'APCD', 'Building', 'Enforcement', 'Licenses', 'Planning', and 'Public Works'. Under 'Licenses', there are three options: 'Apply for a License', 'Obtain a Fee Estimate', and 'Search & Renew Licenses'. Below this is a 'Records' section with a search bar and a table of records. The table has columns for Record Number, Record Type, DBA Name, Address, Expiration Date, Status, Action, and Short Notes. Two records are listed: one with Record Number 'LIC-GBCL-20-00086' and Status 'Active', and another with Record Number 'LIC-GBCA-20-00117' and Status 'Issued'. The 'Action' column for the first record has a button labeled 'Amend License' which is highlighted with a red box.

To Amend your eligible contractor's license, click "Amend License" under the Action column.

In Step 1, you will select which new insurance documents you will be adding to your license. Click the check boxes to the right of each insurance type to access the fields you will use to complete this step.

The screenshot shows the 'License Amendment' process. At the top, there is a navigation bar with 'Home', 'APCD', 'Building', 'Enforcement', 'Licenses', 'Planning', and 'Public Works'. Below this, there are three options: 'Apply for a License', 'Obtain a Fee Estimate', and 'Search & Renew Licenses'. The main content area is titled 'License Amendment' and has a progress bar with four steps: '1 Amendment Details', '2 Documents', '3 Review', and '4 Record Issuance'. The first step, 'Amendment Details', is highlighted. Below the progress bar, there is a section titled 'Step 1: Amendment Details > Amendment Information'. This section has a sub-header 'Amendment Information' and contains three sections: 'LIABILITY INSURANCE INFO', 'WORKERS COMP INFO', and 'UNEMPLOYMENT INSURANCE INFO'. Each section has a checkbox and a label: 'Update Liability Insurance Information:', 'Update Workers Comp Information:', and 'Update Unemployment Insurance Information:'. The checkboxes are currently unchecked. Three red arrows point to these checkboxes. Below these sections is a section titled 'BOND INFORMATION' with a note: 'You must be bonded in order to submit an application for a Wrecking Contractor License.'

Enter the Insurance Policy Numbers, Effective Dates, and Expiration Dates and for your Workers Comp Insurance and Unemployment Insurance indicate whether your business is exempt from holding these policies.

License Amendment

1 Amendment Details	2 Documents	3 Review	4 Record Issuance
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Step 1: Amendment Details > Amendment Information

\* indicates a required field.

### Amendment Information

**LIABILITY INSURANCE INFO**

Update Liability Insurance Information:

Liability Ins Policy Number: \*

Liability Ins Effective Date: \*

Liability Ins Expiration Date: \*

**WORKERS COMP INFO**

Update Workers Comp Information:

Workers Comp Policy Number: \*

Workers Comp Exempt: \*  Yes  No

At this point Wrecking Contractors may add their Bond Information and any electrical or HVAC contractors may enter their State License information.

Workers Comp or Affidavit Effective Date: \*

Workers Comp or Affidavit Expiration Date: \*

**UNEMPLOYMENT INSURANCE INFO**

Update Unemployment Insurance Information:

Unemployment Ins Exempt: \*  Yes  No

Unemployment Affidavit Expiration Date: \*

**BOND INFORMATION**

You must be bonded in order to submit an application for a Wrecking Contractor License.

Update Bond Information:

**STATE LICENSE INFO**

Update State License Information:

Save and resume later

Continue Application »

Click Continue Application to advance to Step 2

In Step 2 you will upload the documentation of your Insurance Policies, Affidavits, Bond Information, and any copies of relevant state licenses. The red box at the top of the page will give you a list of which documents to provide.

 **An error has occurred.**  
**The following documents are required based on the information you have provided:**

1. Liability Insurance
2. Workers Comp or Affidavit
3. Unemployment Affidavit



License Amendment

1 Amendment Details | 2 Documents | 3 Review | 4 Record Issuance

Step 2: Documents > Attached Documents \* Indicates a required field.

**Attachment**

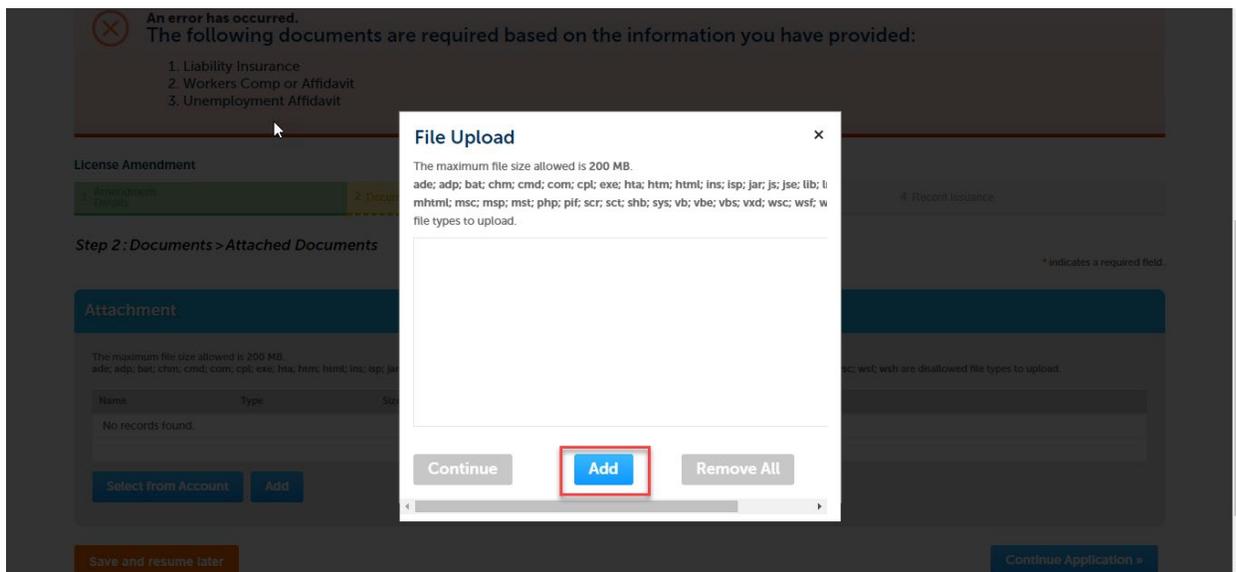
The maximum file size allowed is 200 MB.  
ade; adp; bat; chm; cmd; com; cpl; exe; hta; htm; html; ins; isp; jar; js; jse; lib; lnk; mde; mht; mhtml; msc; msp; mst; php; pif; scr; sct; shb; sys; vb; vbe; vbs; vxd; wsc; wsf; wsh are disallowed file types to upload.

Name	Type	Size	Latest Update	Action
No records found.				

Select from Account **Add**

Save and resume later Continue Application »

To upload documents, click Add

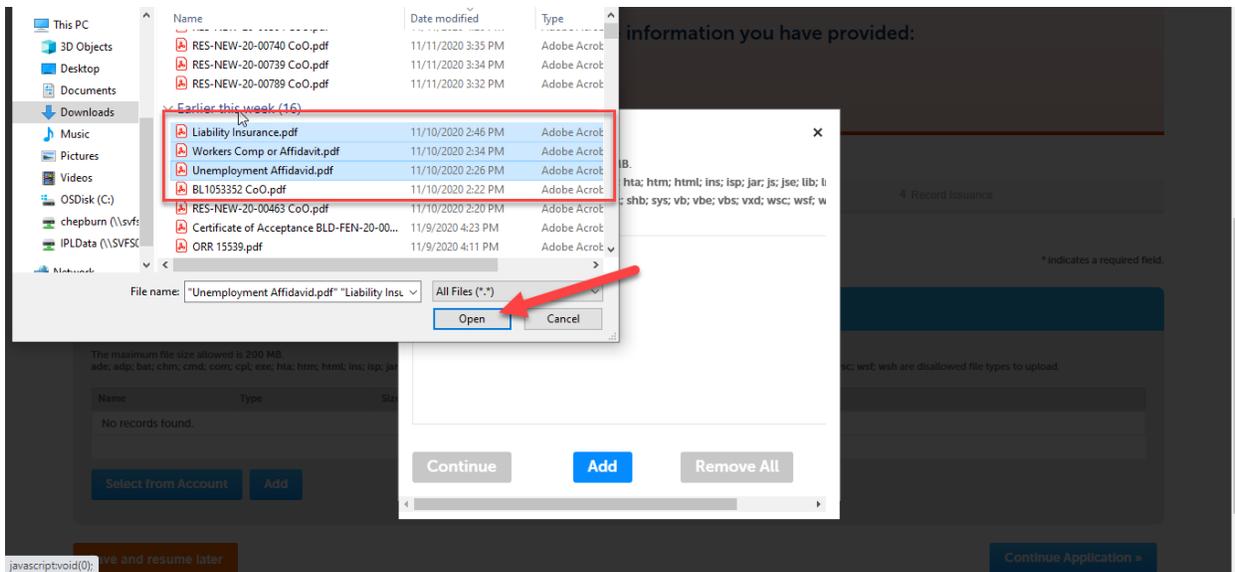


**File Upload**

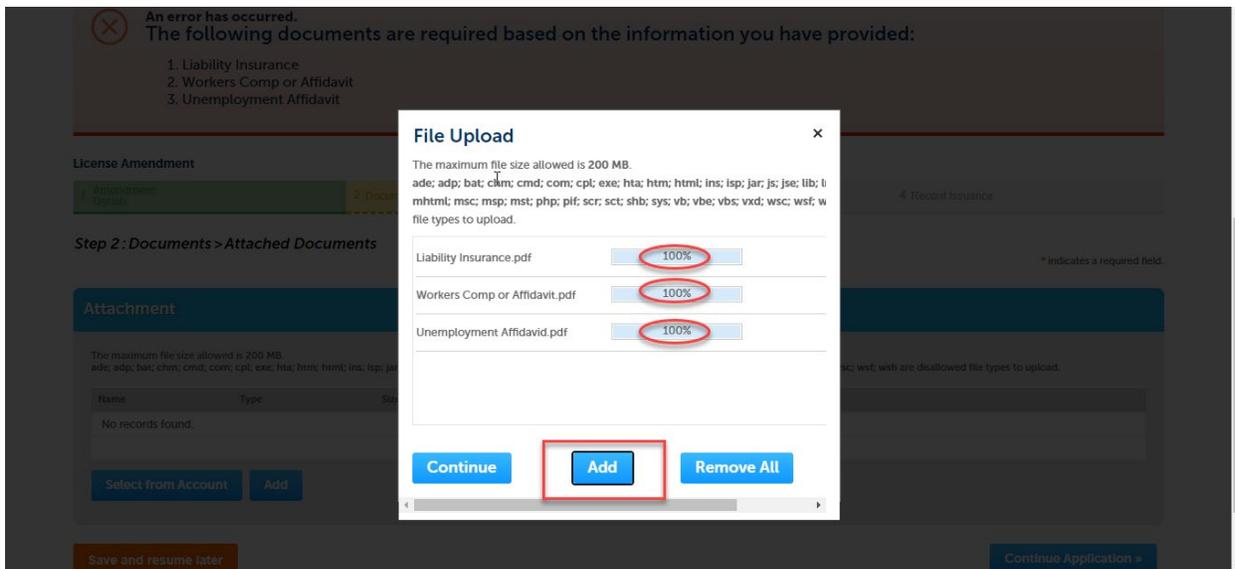
The maximum file size allowed is 200 MB.  
ade; adp; bat; chm; cmd; com; cpl; exe; hta; htm; html; ins; isp; jar; js; jse; lib; lnk; mde; mht; mhtml; msc; msp; mst; php; pif; scr; sct; shb; sys; vb; vbe; vbs; vxd; wsc; wsf; wsh are disallowed file types to upload.

Continue **Add** Remove All

When the popup for File Upload appears, click Add



Locate the documents you will be uploading. You may upload multiple documents at a time for pressing the Ctrl button on your keyboard while clicking each file to select. Click Open to add these documents to File Upload



The list of documents you are uploading will appear in the File Upload popup. Please ensure that each upload is at 100% and then click Continue to add these documents to the application for Amendment

Step 2: Documents > Attached Documents

\* indicates a required field.

**Attachment**

The maximum file size allowed is 200 MB.  
ade; adp; bat; chm; cmd; com; cpl; exe; hta; htm; html; ins; isp; jar; js; jse; lib; lnk; mde; mht; mhtml; msc; msp; mst; php; pif; scr; sct; shb; syz; vb; vbe; vbs; vxd; wsc; wsf; wsh are disallowed file types to upload.

Name	Type	Size	Latest Update	Action
No records found.				

**An error has occurred.**  
Your documents are not yet saved. To continue, you may choose to save or remove all your documents.

\* Type: Liability Insurance Remove

File: Liability Insurance.pdf  
100%

Description:

spell check

\* Type: Unemployment Affidavit Remove

You will then see a screen where you can identify each category of document from the Type drop down menus. Identify what each upload's document type is (Liability Insurance, Workers Comp or Affidavit, Unemployment Affidavit, etc.)

File: Workers Comp or Affidavit.pdf  
100%

Description:

spell check

\* Type: Workers Comp or Affidavit Remove

File: Unemployment Affidavit.pdf  
100%

Description:

spell check

[Save](#) [Select from Account](#) [Add](#) [Remove All](#)

[Save and resume later](#) [Continue Application >](#)

Click Save to save the information.

 **The attachment(s) has/have been successfully uploaded.**  
It may take a few minutes before changes are reflected.

**License Amendment**

Amendment Details | **2 Documents** | 3 Review | 4 Record Issuance

**Step 2: Documents > Attached Documents**

\* Indicates a required field.

**Attachment**

The maximum file size allowed is 200 MB.  
ade; adp; bat; chm; cmd; com; cpl; exe; hta; htm; htmx; ins; isp; jar; js; jsx; lib; lnk; mde; mht; mhtml; msc; msp; mst; php; pif; scr; sct; shb; sjs; vb; vbe; vbs; vxd; wsc; wsf; wsh are disallowed file types to upload.

Name	Type	Size	Latest Update	Action
Liability Insurance.pdf	Liability Insurance	61.18 KB	11/12/2020	Actions ▾
Unemployment Affidavit.pdf	Workers Comp or Affidavit	60.89 KB	11/12/2020	Actions ▾
Workers Comp or Affidavit.pdf	Unemployment Affidavit	61.31 KB	11/12/2020	Actions ▾

Select from Account | Add

Save and resume later

**Continue Application >**

Once your documentation is added, click Continue Application

**Record Type**

License Amendment

**Amendment Information**

**LIABILITY INSURANCE INFO** [Edit](#)

Update Liability Insurance Information: Yes  
Liability Ins Policy Number: 443534534  
Liability Ins Effective Date: 11/12/2020  
Liability Ins Expiration Date: 11/12/2021

**WORKERS COMP INFO** [Edit](#)

Update Workers Comp Information: Yes  
Workers Comp Policy Number: 4356433  
Workers Comp Exempt: No  
Workers Comp or Affidavit Effective Date: 11/12/2020  
Workers Comp or Affidavit Expiration Date: 11/12/2021

**UNEMPLOYMENT INSURANCE INFO** [Edit](#)

Update Unemployment Insurance Information: Yes  
Unemployment Ins Exempt: No  
Unemployment Affidavit Expiration Date: 11/12/2021

**BOND INFORMATION** [Edit](#)

Update Bond Information: No

At this point you will be able to review the information you provided for your License Amendment

**UNEMPLOYMENT INSURANCE INFO** [Edit](#)

Update Unemployment Insurance Information: Yes  
 Unemployment Ins Exempt: No  
 Unemployment Affidavit Expiration Date: 11/12/2021

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**BOND INFORMATION** [Edit](#)

Update Bond Information: No

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**STATE LICENSE INFO** [Edit](#)

Update State License Information: No

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**Attachment** [Edit](#)

The maximum file size allowed is 200 MB.  
 ade; adp; bat; chm; cmd; com; cpl; exe; hta; htm; html; ins; isp; jar; js; jse; lib; lnk; mde; mht; mhtml; msc; msp; mst; php; pif; scr; sct; shb; stys; vb; vbe; vbs; vxd; wsc; wsf; wsh are disallowed file types to upload.

Name	Type	Size	Latest Update	Action
Liability Insurance.pdf	Liability Insurance	61.18 KB	11/12/2020	<a href="#">Actions</a>
Unemployment Affidavit.pdf	Workers Comp or Affidavit	60.89 KB	11/12/2020	<a href="#">Actions</a>
Workers Comp or Affidavit.pdf	Unemployment Affidavit	61.31 KB	11/12/2020	<a href="#">Actions</a>

[Save and resume later](#) [Continue Application](#)

Once you have reviewed your Amendment information, click Continue Application.

[Apply for a License](#) [Obtain a Fee Estimate](#) [Search & Renew Licenses](#)

1 Select item to pay 2 Payment information 3 Receipt/Record issuance

**Step 3: Receipt/Record issuance**

**Receipt**

 Your application(s) has been successfully submitted.  
 Please print your record(s) and retain a copy for your records.

[Print/View Summary](#)

**No Address**

LIC-AMEND-20-00001 [View Summary](#)

 This record was locked by REQUIREMENT on 11/12/2020.  
 Condition: Workers Comp or Affidavit Severity: Required  
 Total Conditions: 3 (Required: 3)  
[View additional details](#)

[Print/View Summary](#)

This will submit your application. At this point, Division of Construction Review Customer Service will review your application for all appropriate documentation and updates.

**Attention builders/contractors:**  
Building permits are listed under the **Building** tab below. Building, contractor, special event & business related applications are located under the Licenses tab.  
**For Special Events or Fireworks Permits:**  
To apply for a permit, please click on the "Licenses" tab.

Search...

Home APCD Building Enforcement **Licenses** Planning Public Works

Apply for a License Obtain a Fee Estimate Search & Renew Licenses

### Records

Click "Apply for a License" above to search for license types.

Showing 1-3 of 3 | Download results | Add to collection | Add to cart

Record Number	Record Type	DBA Name	Address	Expiration Date	Status	Action	Short Notes
<input type="checkbox"/> LIC-GBCL-20-00086	General Building Contractor License			12/31/2021	Active	<a href="#">Amend License</a>	
<input type="checkbox"/> LIC-GBCA-20-00117	General Building Contractor License Application				Issued		
<input type="checkbox"/> LIC-AMEND-20-00001	License Amendment					<b>Approved for Renewal</b>	

### Search for Business License Records

Enter information below to search for records.

- Site Address
- Contractor License Information
- Parcel Number
- Record Information
- Contact Information

Select the search type from the drop-down list

Once we have reviewed your information included in the License Amendment Application, you will be Approved for Renewal