

Contractor Renewal Applications Through the ACA Portal

The city has moved to online license applications and renewals. Please see instructions and requirements for online renewal on the following pages.

ACA Portal Access -

New license and license renewal applications are submitted through the ACA Portal link below. You will need to log in using your portal account. **NOTE: Chrome users may receive a *site not found* message. In this case, please use a different browser.**

[ACA Portal Link](#)

Portal Accounts -

If you already have a portal account, review *Required Renewal Documents* and proceed to renewal instructions ([How to Renew a License Online](#)).

If you DO NOT already have an account -

Follow instructions to create an account - (see [How to Create a Portal Account](#))

1. Once you've created an account, you will need to have it linked to your license. Please send email to building.inspection@longmontcolorado.gov. Include your license (record) number and the email address or User Name you are using to log in to the portal.
2. Once linked, review *Required Renewal Documents* and proceed to renewal instruction section ([How to Renew a License Online](#)).

HELPFUL HINTS:

Trouble Finding Your License? Portal accounts need to be linked to your license record. If your license isn't listed in the **Records** column in the license table (located on the Licenses page), your license isn't linked to your account.

To Link Your Account - Send email to building.inspection@longmontcolorado.gov. Include your license (record) number and the email address or User Name you are using to log in to the portal.

Don't See an Option to Apply for Renewal? You should see an option to [Apply for Renewal](#) in the **Action** column of the license table. If you don't, your license record status may need to be adjusted.

DO NOT use the Amend option to apply for renewal. This option is not related to licensing and will not be received by the licensing system.

If you don't see the option to apply for renewal, please send email to building.inspection@longmontcolorado.gov. Be sure to include your license (record) number.

If you are unable to apply online or require special accommodations, please contact us for an appointment to assist you.

Have Questions? Feel free to reach out!

Email: building.inspection@longmontcolorado.gov

Phone: 303-651-8332 (ask for the licensing coordinator)

NEXT: Required Documents for Renewal

Required Documents for Renewal-

You will need to upload specific documents to the portal as part of your renewal application. Please locate your license type below for a list of requirements.

Electrical License -

1. Copy of the current Colorado State Master Electrician license
2. Copy of the current Colorado State Electrical Contractor license
3. Copy of current certificate of liability insurance - **must list City of Longmont, 350 Kimbark Street, Longmont, CO 80501, as certificate holder.**
4. No renewal fee required

Plumbing License

1. Copy of the current Colorado State Master Plumber license
2. Copy of the current Colorado State Plumbing Contractor license
3. Copy of current certificate of liability insurance - **must list City of Longmont, 350 Kimbark Street, Longmont, CO 80501, as certificate holder.**
4. \$75 renewal fee required upon approval

Mechanical License -

1. Results of Longmont Class M Quiz –
 - This quiz is required **ONCE** per code cycle.
 - Upon quiz completion, you will be able to download a certificate. **Please keep this for your records** – you will need to provide this as part of your annual renewal application.
 - We will accept an ICC certificate in lieu of the quiz IF it was obtained within the current code cycle.
 - Mechanical Exam Link – [FlexiQuiz Mechanical](#)
2. Copy of current certificate of liability insurance - **must list City of Longmont, 350 Kimbark Street, Longmont, CO 80501, as certificate holder.**
3. \$75 renewal fee required upon approval

Class A or B License -

1. Results of Longmont Class A/B Quiz –
 - This quiz is required **ONCE** per code cycle.
 - Upon quiz completion, you will be able to download a certificate. **Please keep this for your records** – you will need to provide this as part of your annual renewal application.
 - We will accept an ICC certificate in lieu of the quiz IF it was obtained within the current code cycle.
 - Class A/B Exam Link – [FlexiQuiz Class A/B](#)
2. Copy of current certificate of liability insurance - **must list City of Longmont, 350 Kimbark Street, Longmont, CO 80501, as certificate holder.**
3. Renewal fees - A/\$175; B/\$125 - fee required upon approval

Class C License -

1. Results of Longmont Class C Quiz –
 - This quiz is required **ONCE** per code cycle.
 - Upon quiz completion, you will be able to download a certificate. **Please keep this for your records** – you will need to provide this as part of your annual renewal application.
 - We will accept an ICC certificate in lieu of the quiz IF it was obtained within the current code cycle.
 - Class C Exam Link – [FlexiQuiz Class C](#)
2. Copy of current certificate of liability insurance - **must list City of Longmont, 350 Kimbark Street, Longmont, CO 80501, as certificate holder.**
3. \$100 renewal fee required upon approval

Class D (Specialty) License -

1. Copy of current certificate of liability insurance - **must list City of Longmont, 350 Kimbark Street, Longmont, CO 80501, as certificate holder.**
2. \$75 renewal fee required upon approval

NEXT: How to Create a Portal Account

How to Create a Portal Account

ACA Citizen Portal - Guide for Public Use

<https://aca.longmontcolorado.gov/CitizenAccess/>



Welcome to the **Citizen Portal** page. This website allows users to submit various types of applications or code complaints. This website will also allow users to search existing permit information for any address within the city of Longmont. The current available applications are:

- Building
 - Combo Permit –Residential
 - Fence
- Enforcement
 - Create a Complaint
- Licenses
 - Contractor Application
 - Backyard Chicken Hens
 - Wood Burning
 - Sales and Use Tax

This guide demonstrates how to register for an account. After registering for an account a user will be able to submit applications and file complaints.

The Home Page

After loading the website, you will be directed to the **home page**. More features become visible once you log in.

Please register for an account to take advantage of an easier way to apply for various applications. If you work for a company as an assistant it would be best to create an account on behalf of the company.

Please take note of announcements and information about upcoming maintenance or down time in the center of the page.

Home Building Enforcement Licenses Planning Public Works

Advanced Search ▾

Welcome to the new Citizen Portal

Citizen Portal is compatible with IE 7 to IE 10, Firefox and Chrome. Try running IE 11 in compatibility mode if having issues.

Please sign into an account to create an application. If you don't have an account please Register for a new account.

We are pleased to offer our citizens, businesses, and visitors access to government services online, 24 hours a day, 7 days a week.

In partnership with [Accela, Inc.](#), we are fulfilling our promise to deliver powerful e-government services and provide valuable information about the community while making your interactions with us more efficient, convenient, and interactive. To use ALL the services we provide you must register and create a user account. You can view information, get questions answered and have limited services as an anonymous user. We trust this will provide you with a new, higher level of service that makes living and working in our community a more enjoyable experience.

To schedule an inspection please search for applications first. After finding the permit, "Inspections" can be found under the "Record Info" tab. Use the "Action" button to schedule a date.

What would you like to do today?
To get started, select one of the services listed below:

General Information Lookup Property Information Search for a Licensee	Building Search Applications
Enforcement Create a Complaint Search Applications	Licenses Search Applications
Planning Search Applications	Public Works Search Applications

Login

User Name or E-mail:

Password:

[Login »](#)

Remember me on this computer

[I've forgotten my password](#)
[New User](#)

Check this area for current announcements

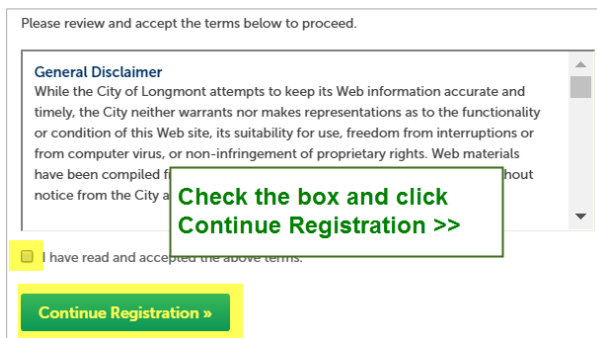
To register for an account

In order to submit an application or complaint online, you must register for an account.

1. Click either one of the links shown below to get started.



2. Click **Register Now** on the page that displays next.
3. A disclaimer about the website and user information will display. Check the box accepting the terms of the disclaimer, then click **Continue Registration**.



4. Complete the Account Registration form. For help with any of the fields, click the question mark at the right end of the field.

Account Registration Step 2: Enter/Confirm Your Account Information

Login Information

* User Name: ?

* E-mail Address: ?

* Password: ?

* Type Password Again: ?

* Enter Security Question: ?

* Answer: ?

Contact Information

Choose how to fill in your contact information.

Add New

5. Click the **Add New** button at the bottom of the form displayed above.
6. Complete the Contact Information form, then click **Continue**.

Contact Information

Name of Business:

* Address Line 1:

* City:

* State:

* Zip:

Home Phone: Work Phone: Mobile Phone:

Fax:

* E-mail:

Continue **Clear** Discard Changes

To log in

1. On the home page, enter the User Name and Password that you created when you registered for your account, then click **Login**.

Login

User Name or E-mail:

Password:

Login »

Remember me on this computer

[I've forgotten my password](#)
[New Users: Register for an Account](#)

Next: How to Renew a License Online

How to Renew a License Online

ACA Citizen Portal – Contractor Renewal

<https://aca.ci.longmont.co.us/CitizenAccess/>



Welcome to the **Citizen Portal** page. This website allows users to submit various types of applications or code complaints. This website will also allow users to search existing permit or license information for any address within the city of Longmont.

This guide demonstrates how to renew a contractor license. This can only be done after an ACA account is linked with a license. If your account is not linked please call Building Inspection to link the accounts.

The Home Page

After loading the website, you will be directed to the **home page**. More features become visible once you log in.

Please register for an account to take advantage of an easier way to search for various records.

If you work for a company as an assistant it would be best to create an account on behalf of the company. With this account you can add records to your collection to organize records that might be viewed more frequently.

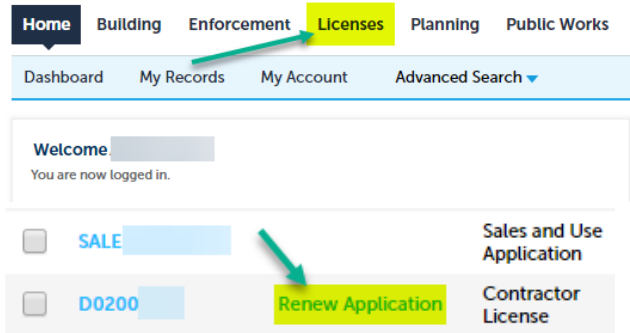
For contractor renewals please call the building department to have your license linked to your online account before you start the renewal application.

The screenshot shows the home page of the ACA Citizen Portal. At the top, there is a navigation menu with tabs for Home, Building, Enforcement, Licenses, Planning, and Public Works. Below the menu is an 'Advanced Search' dropdown. The main content area features a 'Welcome to the new Citizen Portal' message, a compatibility notice for browsers (IE 7-10, Firefox, Chrome, and IE 11 compatibility mode), and a sign-in prompt. A 'Login' section on the right contains input fields for 'User Name or E-mail' and 'Password', a 'Remember me on this computer' checkbox, and links for 'I've forgotten my password' and 'New User'. A green arrow points to the 'New User' link with the annotation 'Check this area for current announcements'. At the bottom, there is a section titled 'What would you like to do today?' with a grid of service categories: General Information, Building, Enforcement, Licenses, Planning, and Public Works, each with a 'Search Applications' link.

Contractor Application

After signing into your account navigate to the “Licenses” page. Locate your license number and click on the renew link that is shown. Follow the instructions listed below to start the process of renewing your license.

1. Click on the “Licenses” tab.



2. The application will populate the License Holder and the Applicant information. Please click on edit underneath the Applicant area to verify the information is correct. Make sure to add a current email address.

Contractor Renewal

1 Step 1 2 Step 2 3 Review 4 Pay Fees 5 Record Issuance

Step 1: Step 1 > Page 1 * indicates a required field.

License Holder

Please use select from account to automatically bring in your contact information.

Home phone: 303
Mobile Phone:
Work Phone:
Fax:
[Edit](#) [Remove](#)

Applicant

To add new contacts, click the Select from Account or Add New button. To edit a contact, click the Edit link.

FRED
Home phone: 303
Mobile Phone:
Work Phone:
Fax:
[Edit](#) [Remove](#)

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

Contact Information

* First: FRED Middle: Last:

Name of Business:

* Address Line 1:

* City: State: Zip:

Phone 1: Phone 2: Phone 3:

E-mail:

[Continue](#) [Discard Changes](#)

3. On the next page there will be information needed to verify your license. Failure to include information may result in a denied renewal. Please include all fields accurately. Click “Continue Application” to proceed.

Contractor Renewal

1 Step 1 2 Step 2 3 Review 4 Pay Fees 5 Record Issuance

Step 2: Step 2 > Page 1 * indicates a required field.

Custom Fields

GENERAL INFORMATION

State License Number:

State License Expiration:

* Contractor Type: D02 - Roofing, Waterpro*

INSURANCE

Insurance Company:

Insurance Amount:

Policy Number:

Name of Insured on Certificate of Insurance:

Insurance Effective Date:

* Insurance Expiration Date:

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

4. On the next page attachments are required. Proof of insurance is required for all applications. If your insurance company only allows proof of insurance to be sent to the license holder, then please continue with the application and call Building Inspection (303-651-8332) afterwards to tell the review team to be aware of the incoming mail. **NOTE: General Contractors A/B/C, and Mechanical Contractors ONLY - Upload your City of Longmont Renewal Exam certificate (does not apply to other license types).**

If you have your proof of insurance, then upload the document on this page.

Click the “Add” button.

Attachment

PROOF OF INSURANCE IS REQUIRED

Please upload any documents to verify the license renewal.

For example:

Proof Of Insurance
Examination Documents
Sales Tax License
Previous Experience Documents

The maximum file size allowed is 500 MB.
html;htm;mht;mhtml;exe are disallowed file types to upload.

Name	Type	Size	Latest Update	Action
No records found.				

[Add](#)

[Continue Application >](#)

Click the "Add" button again.

Navigate to your document and click open to upload it. Press continue to proceed.

Next choose the type of document and describe the document. Click "Save" and the document will be uploaded. Press continue to proceed to the next page.

5. On the next page review your application and click "Continue Application" to submit.