

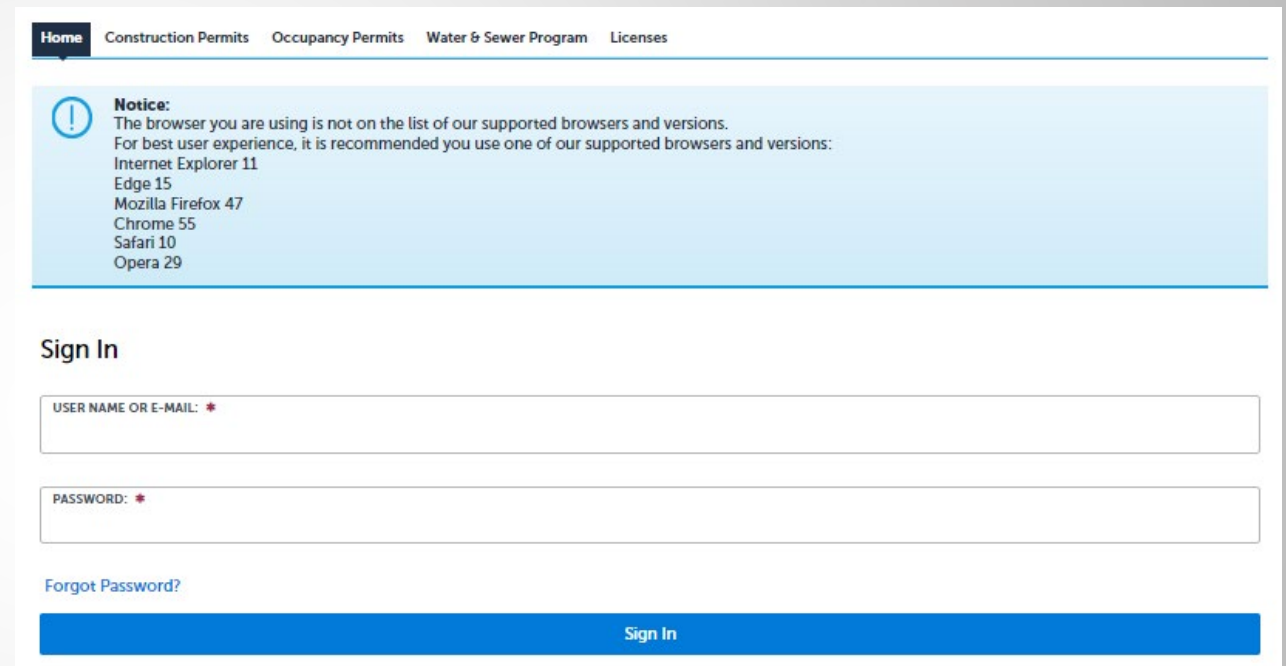
SAINT LOUIS COUNTY
Transportation and Public Works

How To Apply for Contractor or Financial Responsibility Renewal

ACCELA – LICENSING PORTAL

The Information Presented Will Provide Steps To Create A Contractor Application For License Renewal or Financial Responsibility renewal.

- Before beginning, ensure you have all information and documentation that is needed
- Let's review the options and what is needed for each



The screenshot shows a web application interface with a navigation bar at the top containing links for Home, Construction Permits, Occupancy Permits, Water & Sewer Program, and Licenses. Below the navigation bar is a light blue notice box with a warning icon and text stating that the browser is not supported and listing supported browsers and versions: Internet Explorer 11, Edge 15, Mozilla Firefox 47, Chrome 55, Safari 10, and Opera 29. Below the notice box is a 'Sign In' section with two input fields: 'USER NAME OR E-MAIL: *' and 'PASSWORD: *'. A link for 'Forgot Password?' is located below the password field. At the bottom of the sign-in section is a blue button labeled 'Sign In'.

Renewal applications require the following documents

- ❑ Certificate of General Liability Insurance
- ❑ Continuation Certificate of Bond

Contractor & Financial Responsibility Renewal - General

Sign on the licensing portal with user account you have previously created.

Home Construction Permits Occupancy Permits Water & Sewer Program Licenses

Notice:
The browser you are using is not on the list of our supported browsers and versions. For best user experience, it is recommended you use one of our supported browsers and versions:
Internet Explorer 11
Edge 15
Mozilla Firefox 47
Chrome 55
Safari 10
Opera 29

Sign In

USER NAME OR E-MAIL: *

PASSWORD: *

[Forgot Password?](#)

Sign In

Contractor & Financial Responsibility Renewal - General

The screenshot shows a web application interface with a navigation bar at the top containing the following tabs: Home, Construction Permits, Occupancy Permits, Water & Sewer Program, and Licenses. The 'Licenses' tab is circled in red. Below the navigation bar, the user is greeted with 'Hello, AccountName'. The main content area is divided into three sections: 'Saved in Cart (0)' with a 'View Cart' button, 'My Collection (0)' with a 'View Collections' button, and 'Work in progress' with a 'View All Records' button. The 'Work in progress' section contains a table with the following columns: Record Name, Record ID, Module, Creation Date, and Action. The table currently displays 'No records found'.

Home Construction Permits Occupancy Permits Water & Sewer Program Licenses

Hello, AccountName

Saved in Cart (0) View Cart

My Collection (0) View Collections

There are no items in your shopping cart right now.

You do not have any collections right now.

Work in progress View All Records

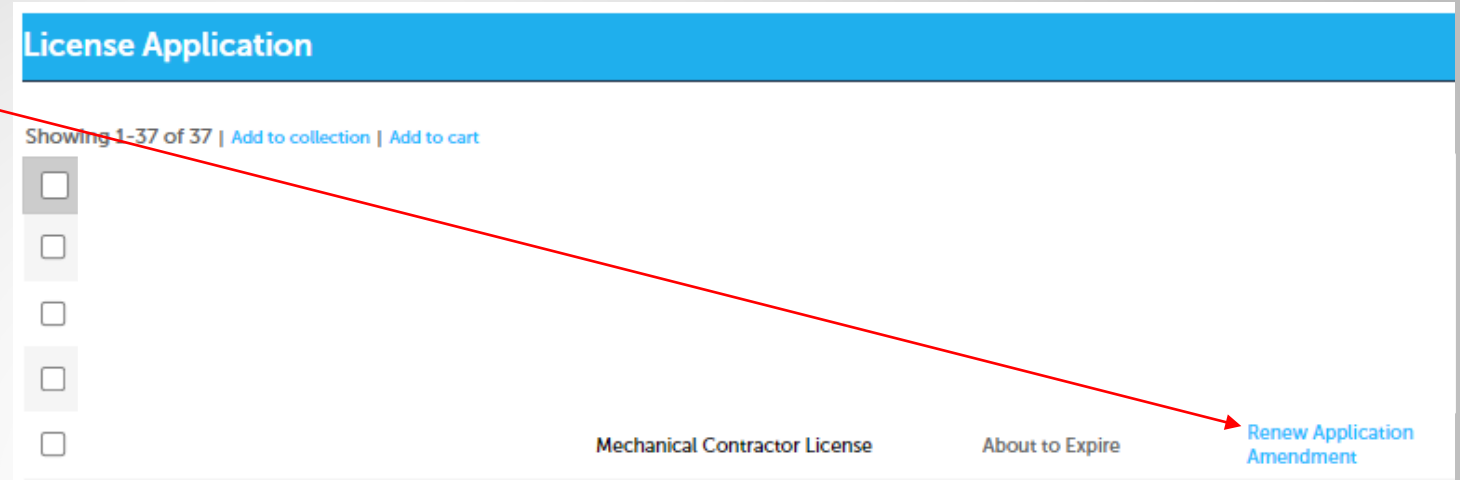
Record Name	Record ID	Module	Creation Date	Action
No records found				

Select License tab

Contractor & Financial Responsibility Renewal - General

Renew Application

You will receive notifications by email 180, 90, 60, 30, and 0 days from your License expiration date.



Renew Application will appear 180 days prior to your license expiration date. Clicking on this will open the renewal process

Contractor & Financial Responsibility Renewal – Step 1

Contact Information –

Click edit to correct any information under Applicant or Mechanical Contractor

Click Continue Application

Mechanical Contractor License Renewal

1 Contact Information 2 Bond and Insurance 3 Review 4 Pay Fees 5 Record Issuance

Step 1: Contact Information > Contact Information

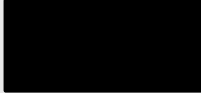
On this page, verify the information for all contacts related to this application. If the contact information is not auto-populated, please contact Agency staff.

For any changes to the contacts, please submit an amendment record before filing your renewal application.

* indicates a required field.

Applicant


Click Edit to update the information for the applicant.



[Edit](#)

Mechanical Contractor

Click Edit to update the information for the attached license holder.



[Edit](#)

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

Contractor & Financial Responsibility Renewal – Step 2

Supporting documentation

Certificate of General Liability Insurance and Continuation Certificate of Bond will be uploaded at this step.

Click add to start uploading

The screenshot shows a web application interface for "Mechanical Contractor License Renewal". At the top, a progress bar indicates five steps: 1. Contact Information (green), 2. Bond and Insurance (yellow, current step), 3. Review (grey), 4. Pay Fees (grey), and 5. Record Issuance (grey). Below the progress bar, the heading "Step 2: Bond and Insurance > Supporting Documentation" is displayed. A note states: "Current Certificate of General Liability Insurance and Continuation Certificate of Bond required for renewal." A small asterisk note indicates "* indicates a required field." The main content area is titled "Attachment" and contains a message: "The maximum file size allowed is 500 MB. ade;adp;baq;chm;cmd;com;cpt;exe;hia;htm;html;ins;isp;jar;jse;lib;lnk;mde;mht;mhtml;msc;msp;mst;php;pii;scr;sct;shb;sys;vb;vbe;vbs;vxd;wsc;wsf;wsh are disallowed file types to upload." Below this message is a table with columns: Name, Type, Size, Latest Update, and Action. The table is currently empty, showing "No records found." Below the table is a blue "Add" button. At the bottom of the interface, there is an orange "Save and resume later" button and a blue "Continue Application >" link.

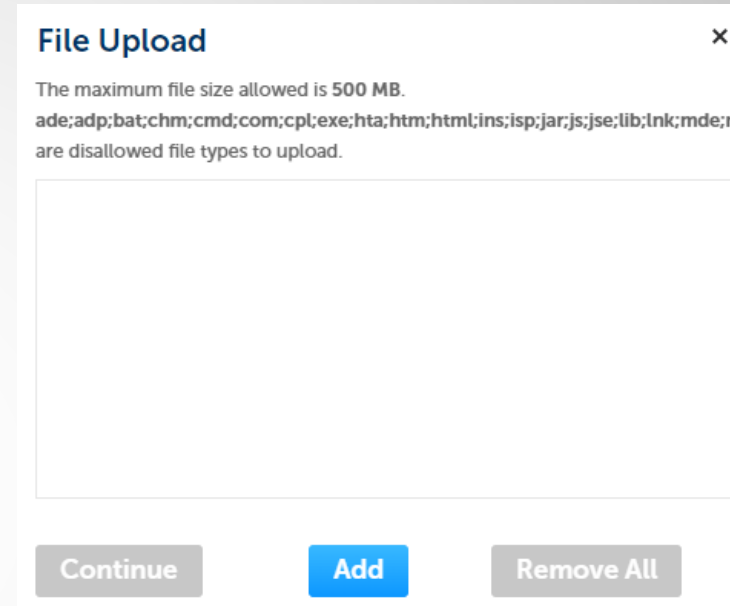
Contractor & Financial Responsibility Renewal

– Step 2 continued

Supporting documentation

A popup appears, click on add and locate file to upload

After file is selected, select continue



File Upload ×

The maximum file size allowed is 500 MB.
ade;adp;bat;chm;cmd;com;cpl;exe;hta;htm;html;ins;isp;jar;js;jse;lib;lnk;mde;r
are disallowed file types to upload.

Continue Add Remove All

Contractor & Financial Responsibility Renewal

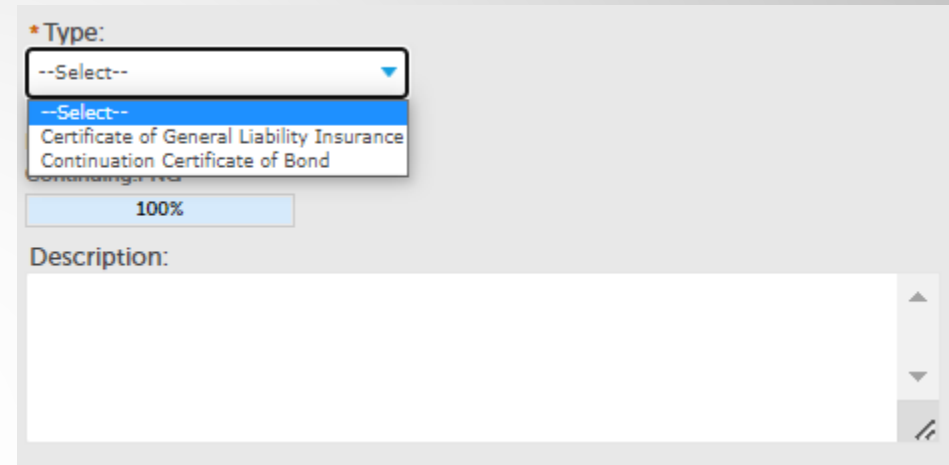
– Step 2 continued

Supporting documentation

Select type of record that was just uploaded

After file is selected, select Add button, popup reappears

Continue process until all files are uploaded



* Type:

--Select--

--Select--

Certificate of General Liability Insurance

Continuation Certificate of Bond

100%

Description:

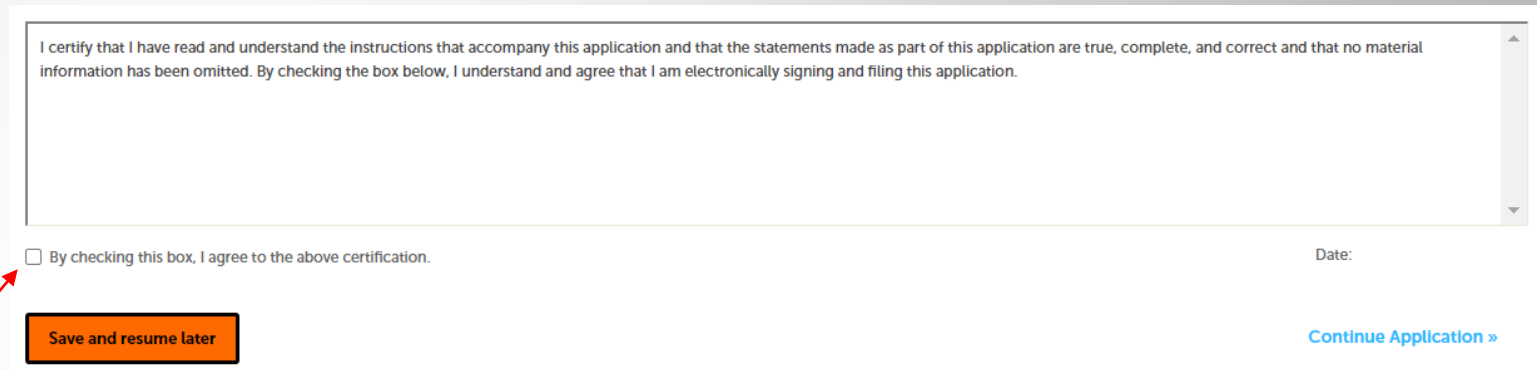
Once completed select save, then continue application (not pictured)

Contractor & Financial Responsibility Renewal – Step 3

Review

Page provides all information entered. Ensure all information is accurate and documents uploaded are the correct type. Application will be returned for any required updates before processing

Click on box & continue application



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.

[Save and resume later](#)

Date: _____

[Continue Application »](#)

Contractor & Financial Responsibility Renewal – Step 4

[Pay Fees](#)

[Review fees](#)

[Check out](#)

Mechanical Contractor License Renewal

1 Contact Information 2 Bond and Insurance 3 Review **4 Pay Fees** 5 Record Issuance

Step 4: Pay Fees

Listed below are preliminary fees based upon the information you've entered. The following screen will display your total fees.

Application Fees

Fees	Qty.	Amount
Mechanical Contractor Renewal Fee	1	\$100.00

TOTAL FEES: \$100.00

[Check Out »](#)

Financial Responsibility fee \$75 at time of presentation

Contractor & Financial Responsibility Renewal – Step 4 continued

[Pay Fees in cart](#)

[Review](#)

[Check out](#)

Cart

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

Step 1: Select item to pay

Click on the arrow in front of a row to display additional information. Items can be saved for a future checkout by clicking on the Save for later link.

PAY NOW

No Address
1 Application(s) | \$100.00

▶ Mechanical Contractor License Renewal 23TMP-001169	Total due: \$100.00
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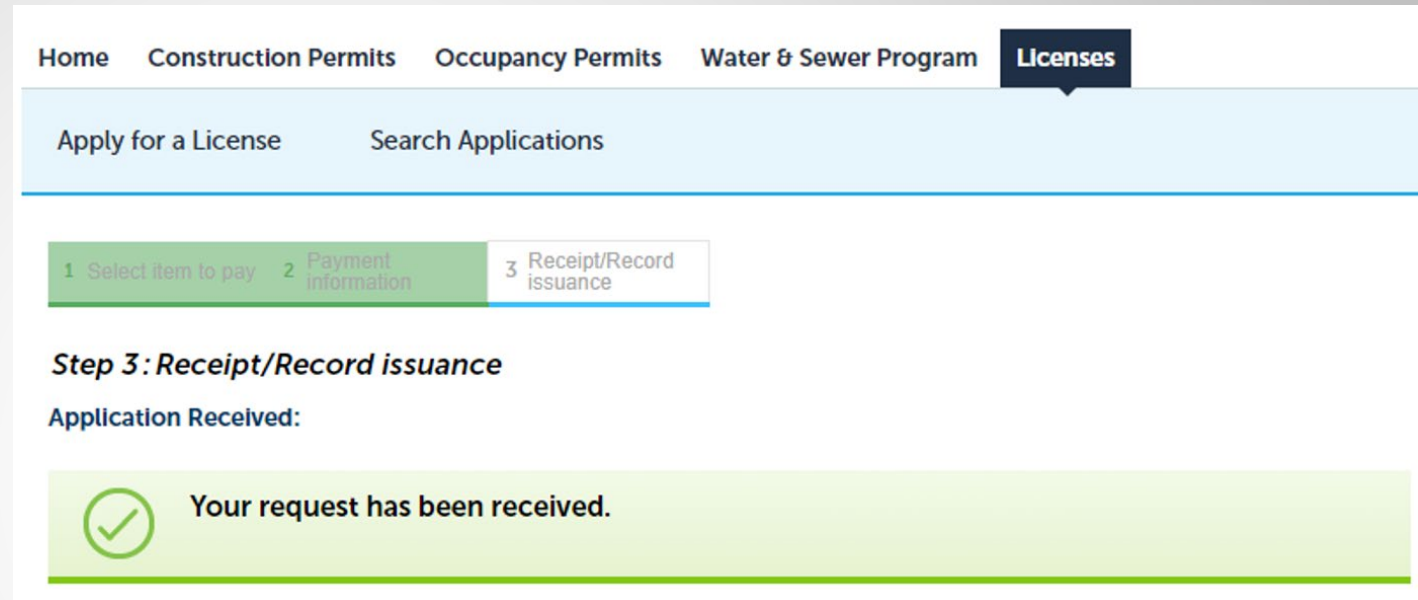
Total amount to be paid: \$100.00
Note: This does not include additional inspection fees which may be assessed later.

[Checkout »](#) [Edit Cart »](#) [Continue Shopping »](#)

Contractor & Financial Responsibility Renewal

Confirmation

You will receive emails notifying you of your application status as it is processed.




Home Construction Permits Occupancy Permits Water & Sewer Program Licenses

Apply for a License Search Applications

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

Step 3: Receipt/Record issuance

Application Received:

 Your request has been received.