



Renewing a Contractor License in CityView Portal

BEFORE YOU BEGIN ...

- These instructions apply to **EXISTING** contractors previously licensed with the City of Thornton.
 - **IF YOU ARE A SOLE PROPRIETOR, YOU ARE REQUIRED TO APPLY FOR THE LICENSE IN PERSON.**
 - **Your Licensee Number (LCC...) is your Contractor Number/ID with the City of Thornton.**
1. Log in to your CityView Portal account: <https://cityviewportal.cityofthornton.net/>
 2. Click here to access and complete the [Contractor License Application](#) . The application is also available under Portal Help.
 - A. You will have to complete the application and save it on your computer to upload it later.
 3. Navigate to the **My Items** link.
 4. Open the **My Contractor License Applications** link.
 5. Click on your Reference number in blue (That is your Licensee/Contractor Number).
 6. On the License Application Status page:
 - A. Scroll down to the bottom of the page to **Upload Additional Documents**. Click the hyperlink that says **Click Here**.
 - B. Upload the renewal application under Upload Additional Documents.
 - C. Upload any other required documents.
 7. Pay for the renewal under Fees, click on the **Pay Fees?** hyperlink.
 8. You will receive an email once your license renewal has been issued.

*YOU MAY RENEW YOUR LICENSE NO EARLIER THAN 30 DAYS PRIOR TO YOUR LICENSE EXPIRATION.

*IF THE RENEWAL IS NOT AVAILABLE ONLINE AND/OR YOU ARE NOT ABLE TO PAY THE RENEWAL FEE(S) PLEASE CONTACT OUR OFFICE AS WE MAY HAVE TO CREATE THE RENEWAL FOR YOU TO ACCESS IT ON THE SYSTEM.

**YOU MUST BE SIGNED IN TO THE PORTAL TO RENEW A LICENSE.
IF YOUR COMPANY IS NOT REGISTERED IN OUR PORTAL, GO TO THE
PORTAL HELP PAGE AND FOLLOW THE INSTRUCTIONS TO REGISTER AS
AN EXISTING CONTRACTOR.**

***RENEWALS ARE A 2 STEP PROCESS: PAY FEE(S) AND UPLOAD THE
APPLICATION. IF YOU DON'T DO BOTH WE WILL NOT GET NOTIFICATION.**