



Welcome to Community Development Resident and Public Access License Renewals!

Complete projects with ease: review, update and apply for a contractor license via the Resident and Public Access Portal at Broomfield.org/PayOnline. Please read the instructions below for additional information.

[Creating and updating your account](#)

[Renewing your license](#)

[Print or Download Approved license](#)

[Need assistance?](#)

[Espanol](#)

[Vietnamese](#)

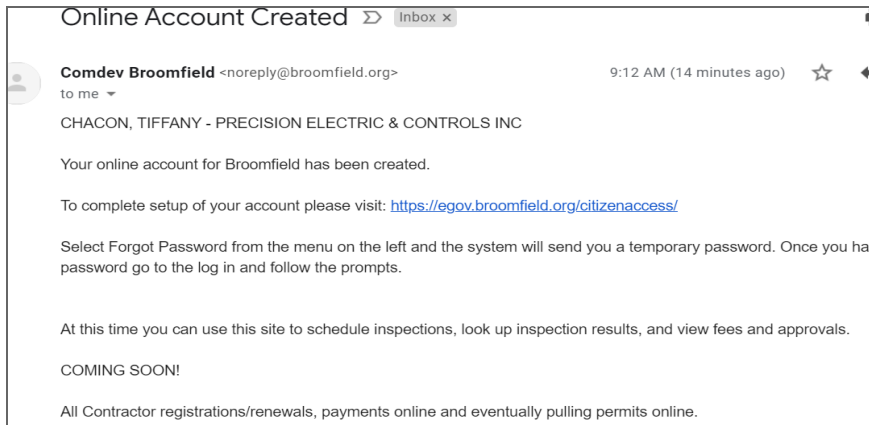


Creating and Updating your account:

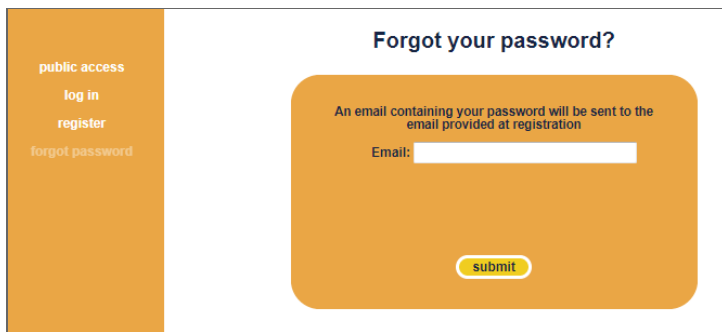
- Complete [License Application](#) form to provide general information - this will be uploaded to your online account later in the process.

Setting up an online account and renewing licenses

- Please call 303.438.6370-option 5, and staff will create your online account
- You will receive an email with instructions on how to access your account



- Follow the link in the email to complete the account setup
- Select Forgot Password
- Enter your email address and submit

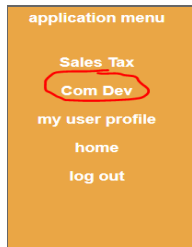


- You will receive an email with a temporary password
- Select and Copy that password, return to the login screen [Here](#)
- Enter your email address and temporary password

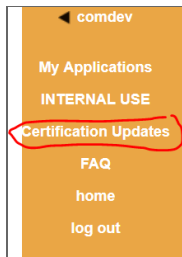


Renewing your License:

- Login
- Select Comm Dev



- Select Certification Updates



- Click on the row for details to open

Click on a row to view details

Number	Capture	Address	Classification
ON-9934	12/13/2018	9734 COLOMBINE CT	Elec

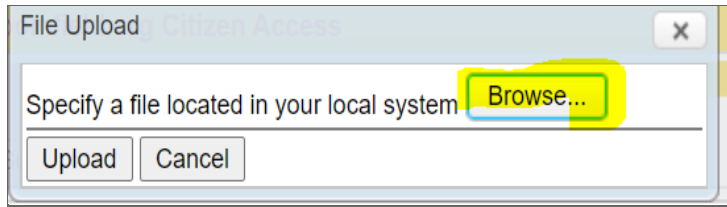
- Go to Certifications Tab
- State License & Master’s License (if applicable) and General Liability Insurance will be your options
- Plumbing and Electrical Licenses if applicable

Summary Certifications

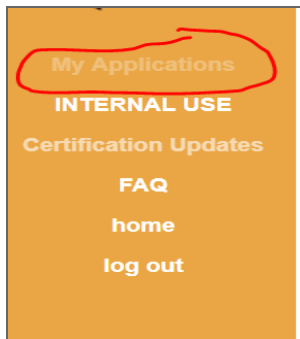
Upload Certification Documents

Certification	Effective	Expiration	Filename	Upload
State License	2018-11-15	2020-09-30		upload
Master's License	2017-08-25	2020-09-30		upload
General Liability Insurance	2020-09-11	2020-09-25		upload

- Upload each separately
- Browse to select your updated license



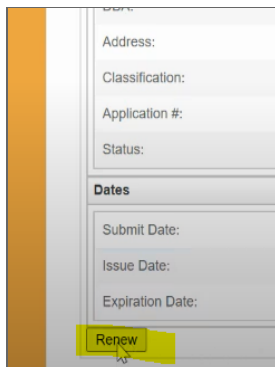
- Upload
- Click on My Applications



- Click on Licenses



- Click on the row with the most recent date
- Verify the information is correct
- Select Renew





- **Process Renewal**

Renewal Request

You are about to renew your license. I hereby certify that the statements above constitute a part of this application and are true and correct to the best of my knowledge. I understand that this contractor license will run concurrently with the state master & contractor licenses.

DBA

Renewal Successful

Your renewal has been submitted for review. Upon approval you will receive an email confirmation with your license. If you need to change any of the general information fill out the General Information Form in the Instructions.

- Read instructions in popup box and close
- Select Attachments and upload completed [License Application](#)

Back Refresh

Summary Attributes Reviews **Attachments**

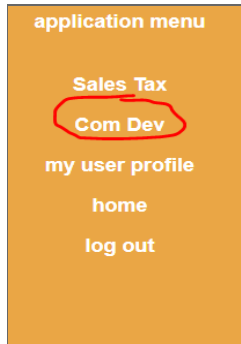
Attachments

Title	View	Upload
<input type="button" value="Upload New"/>		

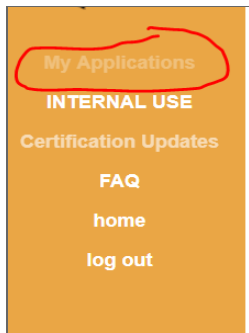
What's next? Staff will review the renewal and send an invoice regarding fees if applicable.

Print or Download Approved License:

- Comm Dev staff will email you when the license is approved
- Log into Resident Access
- Click on Comm Dev



- Click on My Applications



- Click on Licenses



- Select the most current license



Click on a row to view details

Number	Capture	Address	Classification
CN-5934	12/13/2018	9734 COLOMBINE CT	Elec

- Click on the Printables tab

Summary | Attributes | Reviews | Attachments | **Printables**

Details

Business: PRECISION ELECTRIC AND CONTROL II

- Select the field that says "Print" with the license number

Date	Type	Number	Description	Sub Type
12/13/18	License	Print OL-20-13189	Elec	DEFAULT

- Print

Assistance: If you need assistance, please call the Building Department at 303.438.6370.