Community Development Online Portal Instructions
License Renewals

Renew and pay for your license using the Online Portal. Please read the instructions below for additional information.

Creating Your Account

Renewing Your License

Paying For Your License

Print or Download Approved License

Need assistance?
Creating Your Account:

Setting up an online account

- Please call 303.438.6370 - option 5, and staff will create your online account. *Do not click on register.*
- You will receive an email with instructions on how to access your account. (Didn’t get the email, check your Spam.)
- Follow the link in the email to complete the account setup. You can also access the portal from the Building Division Home Page.

- First-time users, or if you have forgotten your password, Select Forgot Password
- Enter your email address and click on Submit.
  
  ![Login Screen]

- You will receive an email with a temporary password. (Check your Spam)
- Select and Copy that password, return to the login screen [Here](#) (If you copy and paste the password into the system and it doesn’t work try hand-typing it in.)

  ![Password Entry Screen]

- Enter your email address and temporary password and click **log in**.
  (Be careful not to enter your email address multiple times in the Forgot Password screen or you will receive multiple passwords.)

  ![Login Screen]

- **Do not select** **register**, we have already registered you.
- Once you are in the system, you will change your password under User Profile.
- When you see this message “Welcome to the Resident and Public Access Portal” you are in.
Renewing Your License:

- Complete the License Application and have it ready for uploading into your new license.
- Obtain a current Insurance Certificate of Liability and have it ready for uploading into your new license.
- Log In using the link provided or by going to the Building Division home page and clicking on the Online Portal button.

- Select Comm Dev

- Select My Applications
● Select Licenses

Click on a row to view details

● Select the most current license for the Class you wish to renew.
● Click on the **Renew** button

● **Read the Renewal Request** and if you agree with the statement click on “Process Renewal”.

● The following message will appear:
  “Your renewal has been submitted for review. Did you upload your License Application, Certificate of Insurance, and State and Master Licenses (if applicable)? If not, please do so now. If these documents are not received within 5 business days your request for renewal will be denied. The documents should be uploaded under Attachments in the newest license.

  Upon approval you will receive an email with payment options (if applicable). A copy of your license will be available under the “Printables” tab.”

  **After reading the message** click on the “Close” box.
You should now be on the Summary page of the New license.

- Click on Attachments

- Click on Upload New

- Click on Browse. Locate your completed License Application and double click on it.
- Click Browse again and locate your Insurance Certificate, and double click on it.
- If you are an Electrician or Plumbing Contractor also add a copy of your State and Master Licenses.
● After you have attached all of your documents click on **Upload**.

● You will see that your documents are now attached to your license renewal.

**Your license renewal is now complete!**

- A Permit Technician will review your submittal.
- Once the renewal has been processed you will receive an email with payment options (if applicable).
- A copy of your license will be available under the “Printables” tab once the license has been approved and paid for.
Paying For Your License:

- Login to the Citizen Access / Resident and Public Access Portal
- Click on Comm Dev
- Click on My Applications
- Click on Licenses

- Click on the License you wish to make payment on

- Click on Fees
- Click on this box and it will highlight all fees to be paid.

- Click on Pay Balance.
• Enter your payment information and click on next

• Confirm and click on Submit

• You should receive a receipt via email confirming your payment has been received.
Print or Download Approved License:

- Login to the Citizen Access / Resident and Public Access Portal
- Click on Comm Dev
- Click on My Applications

Welcome to the Resident and Public Access Portal.

Please select an option from the menu on the left.

Welcome

To access permits, licenses, and renewals, choose MY APPLICATIONS from the menu on the left.

Please DO NOT upload documents into the portal UNLESS YOU HAVE BEEN INSTRUCTED TO DO SO.

The system does not notify us when documents have been uploaded.

For Building Permits you MUST PRINT your APPROVED PLANS and PERMIT CARD and have them on-site for all inspections.

For instructions on any online processing, please visit https://broomfield.org/178/Forms

- Click on My Applications
- Click on Licenses

  ![License List]

  **Click on a row to view details**

  - OL-24-11008
    - Issue: 08/19/2022
    - Address: 1 DESCOMBES DR
    - Title: GenA
    - Business: CITY AND COUNTY OF BROOMFIELD

- Click on the License you wish to print

  ![Printable Details]

  - Business: CITY AND COUNTY OF BROOMFIELD
  - Address: 1 DESCOMBES DR
  - Status: ACTIV

- Click on Printables
Click on Print OL-...-......

Assistance: If you are having difficulty, please email your documents to contractorlicense@broomfield.org, or call the Building Department at 303-438-6370 and select option number 5 to speak with a Permit Technician.