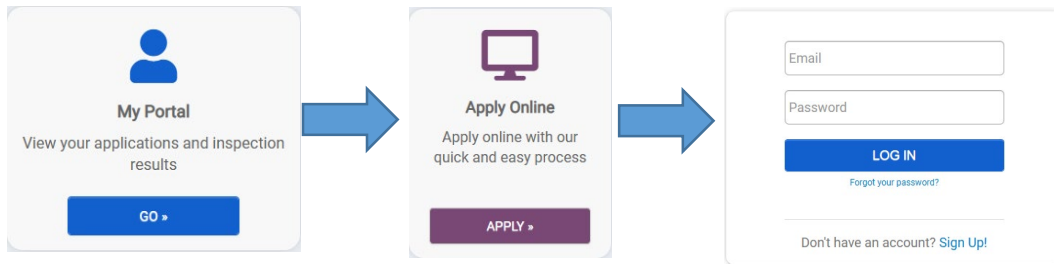




Online Contractor License Renewal Guide

1. Follow the link to Huerfano County’s online permitting portal from the County Website:
<https://huerfano.us/departments/land-use/>



- a. Click My Portal → Click Apply Online → Log in
- b. If you do not already have an account, you will need to [sign up](#) for an account to log in. This is the same account you will use to apply for building permits.

What type of application do you need today?

Select a category to view your options

Select a category

- Building Permits (Commercial Projects)
- Building Permits (Residential Projects)
- Burn Permits
- Contractor License
- Land Use and Planning
- Road-Bridge-Public Works

2. Select Contractor License for type of application. Select Contractor Registration and click Next. The next few screens will ask details about your business.
3. Enter the name of your business. Click Next → Enter Business Mailing Address → Enter License Details. After reviewing details, click **Save and Continue**.

Go to my new license

4. Click **Go to My License**. Select **Submittals**, and upload required documents.

Submittal	Required	Received	Version	Status
Proof of liability insurance	Yes		1	Pending 0 Files

Click here to upload documents.

Even if you are already a licensed contractor, the system may ask you to submit an application for a new license. If this is your case, we will adjust the fee manually before charging your card.

Submittal documents required for a renewal are:

- i. Current Certificate of Insurance
- ii. Active building licenses.
- iii. Changes of any partners, officers or owners (if any): submit names, position and contact info.