

# New Contractor License Applications Through the ACA Portal

The city has moved to online license applications and renewals. Please see instructions and requirements for new license applications on the following pages.

## ACA Portal Access -

New license and license renewal applications are submitted through the ACA Portal link below. You will need to log in using your portal account (see *Portal Accounts* for instructions). **NOTE: Chrome users may receive a *site not found message*. In this case, please use a different browser.**

[ACA Portal Link](#)

## Portal Accounts -

**If you already have a portal account**, review *Requirements for New License* and proceed to application instructions (see [How to Apply for a New License Online](#)).

**If you DO NOT already have an account** -

1. Follow instructions to create an account - (see [How to Create a Portal Account](#))
2. Once you've created an account, review *Requirements for New License* and proceed to application instructions (see [How to Apply for a New License Online](#)).

*If you are unable to apply online or require special accommodations, please contact us for an appointment to assist you.*

***Have Questions? Feel free to reach out!***

**Email:** [building.inspection@longmontcolorado.gov](mailto:building.inspection@longmontcolorado.gov)

**Phone:** 303-651-8332 (ask for the licensing coordinator)

**NEXT: Requirements for New License**

## **Requirements for New License -**

You will need to upload specific documents to the portal as part of your application. Please see a list of requirements by license type below. You can find a list of [license types and descriptions](#) on the pages below.

### **Electrical –**

1. Copy of Colorado State Master Electrician License
2. Copy of Colorado State Electrical Contractor License
3. Proof of liability insurance - **must list City of Longmont, 350 Kimbark Street, Longmont, CO 80501, as certificate holder.**

Minimal coverage of:

- a. • \$1,000,000 combined single limit (CSL)
  - b. • \$2,000,000 general aggregate
  - c. • \$2,000,000 products completed aggregate
4. No fee is required for this type of license

### **Plumbing –**

1. Copy of Colorado State Master Plumber License
2. Copy of Colorado State Plumbing Contractor License
3. Proof of liability insurance - **must list City of Longmont, 350 Kimbark Street, Longmont, CO 80501, as certificate holder.**

Minimal coverage of:

- a. • \$1,000,000 combined single limit (CSL)
  - b. • \$2,000,000 general aggregate
  - c. • \$2,000,000 products completed aggregate
4. A fee of \$75 is required upon application approval

### **Mechanical –**

1. Copy of ICC Master Mechanical certificate
2. Proof of liability insurance - **must list City of Longmont, 350 Kimbark Street, Longmont, CO 80501, as certificate holder.**

Minimal coverage of:

- a. • \$1,000,000 combined single limit (CSL)
  - b. • \$2,000,000 general aggregate
  - c. • \$2,000,000 products completed aggregate
3. A fee of \$75 is required upon application approval

## General Contractor License A, B, or C –

Please see [License Types/Descriptions](#) page for a description of work associated with each class.

### 1. Resume of contractor experience –

- This should be a list of 10 –12 previous projects related to license class
- Work should support the license type. See [License Types/Descriptions](#) page for more information.
- Please include the project address, job name (commercial build, tenant improvement, basement finish, deck, new home build, etc.) and a brief description of the work performed.
- This resume will be sent to the city’s Chief Building Official for review.

### 2. Copy of ICC General Building Contractor A/B/C certificate

### 3. Proof of liability insurance - **must list City of Longmont, 350 Kimbark Street, Longmont, CO 80501, as certificate holder.**

Minimal coverage of:

- \$1,000,000 combined single limit (CSL)
- \$2,000,000 general aggregate
- \$2,000,000 products completed aggregate

### 4. A license fee is required upon application approval

- Class A - \$175
- Class B - \$125
- Class C - \$100

## Class D (Specialty) Licenses –

Please see [License Types/Descriptions](#) page for a description of work associated with each class.

### 1. Proof of liability insurance - **must list City of Longmont, 350 Kimbark Street, Longmont, CO 80501, as certificate holder.**

Minimal coverage of:

- \$ 500,000 combined single limit (CSL)
- \$1,000,000 general aggregate
- \$1,000,000 products completed aggregate

### 2. A fee of \$75 is required upon application approval.

**NEXT: License Types/Descriptions**

## **License Types/Descriptions -**

### **General Contractor License Classes/Work Descriptions -**

**Class A.** The Class A license entitles the licensee to contract for the construction, alteration or repair of any type or size of building or structure permitted by the International Building Code, including Type IA or Type IIA construction, except electrical, plumbing, mechanical, fire extinguishing, and elevators. The holder of a Class A can demolish any building or structure (or portion thereof) when rebuilding on site.

**Examples:** High-rise buildings, hospitals, parking structures, industrial buildings

**Class B.** The Class B license entitles the licensee to contract for the construction, alteration or repair of any type or size of building or structure permitted by the International Building Code except those classified as Type IA or Type IIA construction, or electrical, plumbing, mechanical, fire extinguishing, and elevators. The holder of a Class B can demolish any building or structure (or portion thereof) when rebuilding on site.

**Examples:** Tenant finishes and remodels, small/medium commercial builds

**Class C.** The Class C license entitles the licensee to contract for the construction, alteration or repair of single-family dwellings, or multi-family dwellings with a maximum of four dwelling units and three stories or less in height, including accessory buildings. The holder of a Class C can demolish buildings or structures (or portion thereof) when rebuilding on site.

**Examples:** Basement finishes, residential remodels and additions, decks/pergolas, garages

## **Specialty License Types -**

- D01- Lathing, Plastering, Drywall, Stucco
- D02- Roofing, Waterproofing, Gutters
- D03- Masonry, Fireplaces (Brick/Stone)
- D04- Concrete Foundations, Caissons
- D05- Wood Framing
- D06- Swimming Pools & Spas
- D07- Structural Metals
- D08- Precast Concrete Building Units
- D09- Prefabricated Metal Patios, Carports, and Awnings
- D10- Siding
- D11- Elevators
- D12- Demolition
- D13- Moving
- D14- Fire Sprinklers
- D15- Low Voltage
- D16- Lawn Sprinklers
- D17- Signs
- D18- Manufactured Home Installer (Mobile Homes)
- D19- Replacement Windows, Including Glass & Glazing
- D20-Specialty - Other Not Listed
- D21- Fence
- D22- Insulation
- D23- Gas Fireplaces, Including Gas Piping
- D24- Commercial Kitchen Hood Cleaning

**NEXT: How to Create a Portal Account**

## **How to Create a Portal Account**

# ACA Citizen Portal - Guide for Public Use

<https://aca.longmontcolorado.gov/CitizenAccess/>



Welcome to the **Citizen Portal** page. This website allows users to submit various types of applications or code complaints. This website will also allow users to search existing permit information for any address within the city of Longmont. The current available applications are:

- Building
  - Combo Permit –Residential
  - Fence
- Enforcement
  - Create a Complaint
- Licenses
  - Contractor Application
  - Backyard Chicken Hens
  - Wood Burning
  - Sales and Use Tax

This guide demonstrates how to register for an account. After registering for an account a user will be able to submit applications and file complaints.

## The Home Page

After loading the website, you will be directed to the **home page**. More features become visible once you log in.

Please register for an account to take advantage of an easier way to apply for various applications. If you work for a company as an assistant it would be best to create an account on behalf of the company.

Please take note of announcements and information about upcoming maintenance or down time in the center of the page.

**Home** Building Enforcement Licenses Planning Public Works

Advanced Search ▼

**Welcome to the new Citizen Portal**

Citizen Portal is compatible with IE 7 to IE 10, Firefox and Chrome. Try running IE 11 in compatibility mode if having issues.

Please sign into an account to create an application. If you don't have an account please Register for a new account.

We are pleased to offer our citizens, businesses, and visitors access to government services online, 24 hours a day, 7 days a week.

In partnership with [Accela, Inc.](#), we are fulfilling our promise to deliver powerful e-government services and provide valuable information about the community while making your interactions with us more efficient, convenient, and interactive. To use ALL the services we provide you must register and create a user account. You can view information, get questions answered and have limited services as an anonymous user. We trust this will provide you with a new, higher level of service that makes living and working in our community a more enjoyable experience.

\*\*\*To schedule an inspection please search for applications first. After finding the permit, "Inspections" can be found under the "Record Info" tab. Use the "Action" button to schedule a date.\*\*\*

**What would you like to do today?**  
To get started, select one of the services listed below:

<b>General Information</b> <a href="#">Lookup Property Information</a> <a href="#">Search for a Licensee</a>	<b>Building</b> <a href="#">Search Applications</a>
<b>Enforcement</b> <a href="#">Create a Complaint</a> <a href="#">Search Applications</a>	<b>Licenses</b> <a href="#">Search Applications</a>
<b>Planning</b> <a href="#">Search Applications</a>	<b>Public Works</b> <a href="#">Search Applications</a>

**Login**

User Name or E-mail:

Password:

[Login »](#)

Remember me on this computer

[I've forgotten my password](#)  
[New User](#)

Check this area for current announcements

## To register for an account

In order to submit an application or complaint online, you must register for an account.

1. Click either one of the links shown below to get started.



2. Click **Register Now** on the page that displays next.
3. A disclaimer about the website and user information will display. Check the box accepting the terms of the disclaimer, then click **Continue Registration**.

The screenshot shows a disclaimer page with the text 'Please review and accept the terms below to proceed.' and a 'General Disclaimer' section. A green box with the text 'Check the box and click Continue Registration >>' is overlaid on the page, with an arrow pointing to the 'I have read and accepted the above terms.' checkbox. The 'Continue Registration >' button is highlighted in yellow.

4. Complete the Account Registration form. For help with any of the fields, click the question mark at the right end of the field.

The screenshot shows the 'Account Registration Step 2: Enter/Confirm Your Account Information' form. The 'Login Information' section is visible, showing fields for 'User Name', 'E-mail Address', 'Password', 'Type Password Again', 'Enter Security Question', and 'Answer'. The 'Contact Information' section is also visible, showing a button for 'Add New'.

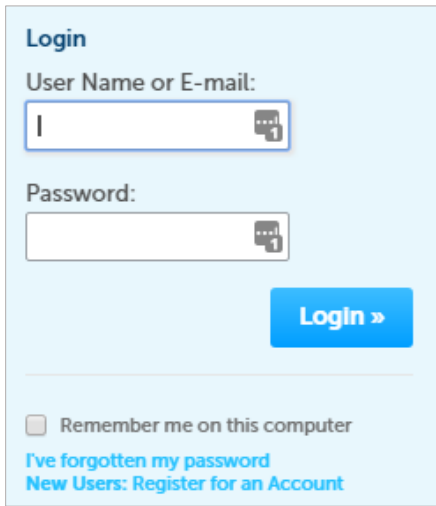
5. Click the **Add New** button at the bottom of the form displayed above.
6. Complete the Contact Information form, then click **Continue**.

The screenshot shows the 'Contact Information' form filled out with the following information: Name of Business: Johnson Construction, Address Line 1: 3010 Railroad Way, City: Longmont, State: CO, Zip: 80501-, Home Phone: 303-303-3003, Work Phone: 303-303-3003, Mobile Phone: 303-303-3003, Fax: 303-303-3333, E-mail: bjohnson@gmail.com. The 'Continue' button is highlighted in yellow.



## To log in

1. On the home page, enter the User Name and Password that you created when you registered for your account, then click **Login**.



**Login**

User Name or E-mail:

Password:

**Login »**

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Remember me on this computer

[I've forgotten my password](#)  
[New Users: Register for an Account](#)

## How to Apply for a New License Online

## **How to Apply for a New License Online**

- In the Contractor drop down menu, choose Contractor Application. Then click on Continue Application.

Logged in as: Stephanie Nguyen [Collect](#)

Home Building Enforcement **Licenses** Planning Publ

Create an Application Search Applications

Select a Record Type

Choose one of the following available record types. For assistance or to apply for

Search

▼ CONTRACTOR

- Contractor Application
- ▶ BACKYARD CHICKEN HENS
- ▶ RV PERMIT
- ▶ SHORT TERM RENTAL
- ▶ STORMWATER
- ▶ WOOD BURNING
- ▶ LICENSES

[Continue Application »](#)

- In the Applicant section, click on Add New.

1 Contractor Information 2 License Information 3 Documentation 4 Review 5 Pay Fees 6

**Step 1: Contractor Information > Company/Owner Information**  
**THIS APPLICATION IS FOR NEW CONTRACTORS**

IF YOU ARE TRYING TO RENEW YOUR LICENSE PLEASE FOLLOW THIS GUIDE ([Contractor Renewal Guide](#))

\* Indicates a required field.

**Applicant**

Please enter the information of the person/company completing this application.  
Note: If your company shares a login please use the "Select From Account" button.

[Select from Account](#) [Add New](#)

- Fill out the information in the pop-up box and click on continue.

**Contact Information**

\* First:  Middle:  \* Last:

Name of Business:

\* Address Line 1:

\* City:  \* State:  \* Zip:

Home/Main Phone:  Work Phone:  Mobile Phone:

\* E-mail:

[Continue](#) [Clear](#) [Discard Changes](#)

- In the Qualified section, click on Add New

## Qualified

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Please enter the information of the person/company that will be the qualified or tested individual for the license.  
Note: If your company shares a login please use the "Select From Account" button.

Select from Account

Add New

Save and resume later

[Continue Application »](#)

8. Fill out the information in the pop-up box and click on continue.

### Contact Information

\*First:  Middle:  \*Last:

Name of Business:

\*Address Line 1:

\*City:  \*State:  \*Zip:

Home/Main Phone:  Work Phone:  Mobile Phone:

\*E-mail:

[Continue](#) [Clear](#) [Discard Changes](#)

9. Make sure information is correct and click Continue Application.

✔ Contact added successfully.

**Stephanie Nguyen**  
**Big Business Contractor**  
stephanie.nguyen@longmontcolorado.gov  
Home phone:  
Mobile Phone: 303-651-8332  
Work Phone:  
Fax:  
[Edit](#) [Remove](#)

## Qualified

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Please enter the information of the person/company that will be the qualified or tested individual for the license.  
Note: If your company shares a login please use the "Select From Account" button.

✔ [Contact added successfully](#)

**Stephanie Nguyen**  
**Big Business Contractor**  
stephanie.nguyen@longmontcolorado.gov  
Home phone:303-651-8332  
Mobile Phone:  
Work Phone:  
Fax:  
[Edit](#) [Remove](#)

Save and resume later

[Continue Application »](#)

10. Under General Information, fill in state license number and state license expiration **only** for Electrical or Plumbing licenses. Choose contractor type from the drop-down list. For more information regarding license types [click here](#).

### General Information

#### GENERAL INFORMATION

State License Number:

State License Expiration:  

\* Contractor Type:

- ✓ --Select--
- A - General
- B - General
- C - General
- E - Electrical Contractor
- M - Mechanical Contractor
- P - Plumbing Contractor
- D01 - Lath, Plaster, Drywall, Stucco
- D02 - Roofing, Waterproofing, Gutters
- D03 - Masonry, Fireplaces
- D04 - Concrete Foundations, Caissons
- D05 - Wood Framing
- D06 - Swimming Pools & Spas
- D07 - Structural Metals
- D08 - Precast concrete building unit
- D09 - Prefabricated metal
- D10 - Siding
- D11 - Elevator
- D12 - Demolition

### Insurance

#### INSURANCE

\* Insurance Company:

Insurance Amount: \*

\* Policy Number:

Name of Insured on Certificate of Insurance: \*

Insurance Effective Date: \*

\* Insurance Expiration Date:

11. Under Insurance, fill in information. For coverage requirements, [click here](#). After all information has been filled in, click on Continue Application.

### Insurance

#### INSURANCE


\* Insurance Company:

Insurance Amount: \*

\* Policy Number:

Name of Insured on Certificate of Insurance: \*

Insurance Effective Date: \*  

\* Insurance Expiration Date:  

[Save and resume later](#)

[Continue Application >](#)

12. Add attachments required for your specific license type by clicking on the Add button.

Document Requirements:

- a. Class D – Certificate(s) of Insurance
- b. Class A, B, C – Certificate(s) of Insurance; Resume of Experience
- c. Class M – Certificate(s) of Insurance; ICC Master Mechanical Exam Results
- d. Class E - Certificate(s) of Insurance; Colorado State Master Electrician and Electrical Contractor Licenses
- e. Class P - Certificate(s) of Insurance; Colorado State Master Plumber and Plumbing Contractor Licenses

\* Indicates a required field.

### Attachment

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The maximum file size allowed is 500 MB.  
ade;adp;bat;chm;cmd;cmd;com;cpl;exe;hta;htm;html;ins;isp;jar;js;jse;lib;lnk;mde;mht;mhtml;msc;msp;mst;php;pif;scr;sct;shb;sys;vb;vbe;vbs;vxd;wsc are disallowed file types to upload.

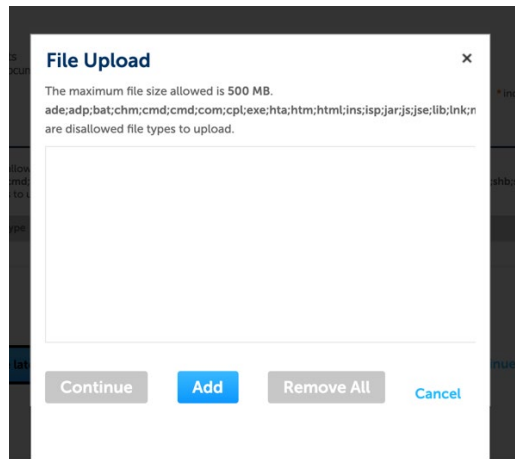
Name	Type	Size	Latest Update	Action
No records found.				

[Add](#)

[Save and resume later](#)

[Continue Application »](#)

13. In the pop-up box, click on Add to upload documents. Once you've uploaded all documents, click on Continue.



14. For each uploaded file, choose a file type (insurance, license letter, etc), give a brief description and click on Save.

\*Type: Remove  
Insurance

File:  
COI.docx  
100%

\*Description:  
Certificate of insurance  
Required

[Save](#) [Add](#) [Remove All](#)

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

15. When all document information is complete, click on Continue Application.

are disallowed file types to upload.


Name	Type	Size	Latest Update	Action
COI.docx	Insurance	18.20 KB	03/01/2024	<a href="#">Actions ▼</a>
Master Elec License Card.docx	License Letter	12.71 KB	03/01/2024	<a href="#">Actions ▼</a>

[Add](#)

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

16. Review application – this page gives a summary of all information entered. Review this information. When finished, click on Continue Application.

17. Confirmation – You should see a confirmation message and an application number. Please make note of the application number which will be used when making inquiries.

 Your application has been successfully submitted.  
Please print your record and retain a copy for your records.

Thank you for using our online services.  
**Your Record Number is APP240102.**

You will need this number to check the status of your application or to schedule/check results of inspections. Please print a copy of your record and post it in the work area.

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*This does not give the authorization to proceed with any work at the designated location, work can only start once all Permit Applications are approved and Permit is in possession*

Your record type requires a follow-up inspection once work is completed. You may schedule the inspection now or return to schedule the inspection upon completion of the work. Choose "View Record Details" to Schedule Inspections, check status, or make other updates.

[View Record Details »](#) (You must post the record in the work area.)

18. You should be able to view your application number by clicking on Licenses in the banner towards the top of the page.

The screenshot shows a navigation menu with 'Licenses' selected. Below the menu is a light blue banner with 'Create an Application' and 'Search Applications' buttons. Underneath is a 'Records' section with a 'Show on Map' button. A table displays one record with the following data:

<input type="checkbox"/>	Record Number	Action	Record Type	Description	Project Name	Date	Expiration Date	S
<input type="checkbox"/>	APP240102		Contractor Application			03/01/2024		A

19. Once your application is complete, you can pay the required fees, by opening the application under Licenses, and clicking the Payments tab.

The screenshot shows the 'Licenses' page with a search bar at the top right. The navigation menu has 'Licenses' selected. The banner below the menu contains 'Create an Application' and 'Search Applications' buttons. The main content area displays details for record APP240102:

**Record APP240102:** [Add to collection](#)  
**Contractor Application**  
**Record Status: Applied**

Below the details are two tabs: 'Record Info' (selected) and 'Payments'.

Under the 'Record Info' tab, the heading 'Work Location' is visible.