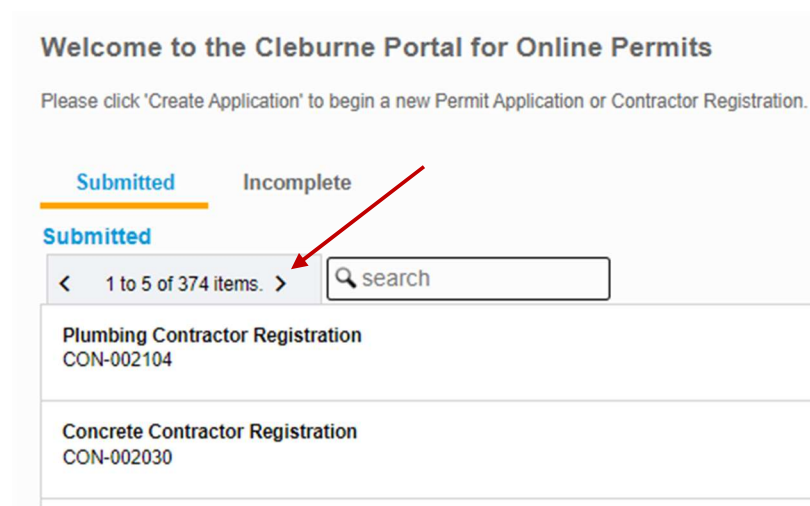




Renew Contractor Registration

1. Log in to the online permitting system, and then locate the application for your contractor registration. This is typically one of the first applications that a contractor will complete, so its most easily found at the end of the list of applications. You may need to scroll through your applications using the right pointing arrow to find it.



2. Click near the CON-***** number to open that application. Take a moment to review the documents in the “Related Documents” section at the end of the application. You’ll need to attach any documents which need to be updated, such as the Certificate of Insurance or trade license.
3. We charge a registration fee of \$100 for all contractors except plumbers, electricians, and mechanical contractors. If you have a registration fee due, click on the “Actions” button and choose “Pay Fees”.

Feel free to contact us if you have any difficulty at 817-645-0955 or 817-556-8891, or send an email to BuildingPlans@Cleburne.net.