



REGISTERING A COMPANY OR CONTRACTOR LICENSE

Jefferson County requires certain information about the Company or Contractor requesting a permit. To apply for a permit with the County your business may need to be verified through the registration and review process.

Registering your Company/Contractor will only need to be done once but some information will need to be updated annually (like business license number) or periodically/if it changes (like address or phone number). You will be able to use the information you entered as part of your ePermitJC user account to complete these registrations if appropriate.

Currently the following Company types must be registered and require the listed information for the business (** starred company types will also need registered contractors in order to apply for permits*). We also recommend you have a digital version of your Business License, Bond (if needed) and State License on hand (as shown) to complete the application:

HVAC*	(Business License Number & Expiration Date)
Electrical*	(Business License Number & Expiration Date)
Plumbing*	(Business License Number & Expiration Date)
Natural Gas*	(Business License Number & Expiration Date)
LP Gas*	(Business License Number & Expiration Date)
General Contractor	(Business License Number & Expiration Date, State of Alabama License Number & Expiration Date)
Licensed Homebuilder	(Business License Number & Expiration Date, State of Alabama License Number & Expiration Date)
ROW Excavation Contractor	(Business License Number & Expiration Date, Bond Number, Bond Expiration Date, Bond Amount, Bond Company Name, Bond Company Phone Number)

Contractor Registration is managed separately from the Company. One company may have multiple Contractors, and not all types of Contractors must have a Company registration.



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Currently the following Contractors must be registered, the application required the listed information. We also recommend you have a digital version of your State License (or QCI) on hand. The starred (*) Contractors below will also need info about the Registered Company to complete their registration:

Electrical*	(State of Alabama License Number & Expiration)
Erosion Control Professional	(Erosion Control Certification type, Certification Number and Expiration)
Gas Master – LP Class A*	(State of Alabama License Number & Expiration)
Gas Master – LP Class C*	(State of Alabama License Number & Expiration)
Gas Master – Natural*	(State of Alabama License Number & Expiration)
HVAC*	(State of Alabama License Number & Expiration)
Plumbing Master*	(State of Alabama License Number & Expiration)

1. From the Home page, **log in to your ePermitJC account** or create a new account using the available links. You can also use the *"I've forgotten my password"* link to reset your account credentials.

JEFFERSON COUNTY ALABAMA

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HOME SEARCH ▾ + NEW ▾ ? HELP

ePermitJC

Register for an Account Login

Home ESDPermits Building Planning Roads Contractor Licensing

Advanced Search

User Name or E-mail: Password: Login »

Remember me on this computer [I've forgotten my password](#) [New Users: Register for an Account](#)



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- At the User dashboard **choose the Contractor Licensing tab** from the module navigation tabs on the page to be taken to the Contractor Licensing launch page.

You will be asked to **read, check the box** to acknowledge that “I have read and accepted the above terms.”

Click Continue Application

Home ESDPermits Building Planning Roads **Contractor Licensing**

Create an Application Search Applications

Online Application

Welcome to ePermitJC. Using this system you can submit applications and update information, p home or office, 24 hours a day.

Please "Allow Pop-ups from This Site" before proceeding. You must accept the General Disclaim

General Disclaimer
While the Agency attempts to keep its Web information accurate and timely, the Agency neither warrants nor makes representations as to the functionality or condition of this Web site, its suitability for use, freedom from interruptions or from computer virus, or non-infringement of proprietary rights. Web materials have been compiled from a variety of sources and are subject to change without notice from the Agency as a result of updates and corrections.

I have read and accepted the above terms.

Continue Application >

- Expand “Licenses”

Select “**Registered Company**” from the available options.

Continue Application

Home ESDPermits Building Planning Roads **Contractor Licensing**

Create an Application Search Applications

Select a Record Type

Click the arrow next to the department name below to expand and view a list of available re

Search

▼ Licenses
 Contractor Registration
 Registered Company

Continue Application >



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4. Add Company Contact – on this page you may use your ePermitJC account to fill in Contact information for this application.
- (1) **Click Select from Account** to open a pop-up of your info, verify it is correct and/or add any missing items. *Fields marked with red asterisks are required.* You may also choose to add someone that is not you as the contact for this application.
 - (2) **Add New button** opens a pop-up of blank fields. Once the contact information is entered **choose Continue** to close the pop-up and return to the webpage to preview (you may also use the *Edit* or *Remove* options to correct any errors) and **choose Continue Application**

The image shows a multi-step process for adding a company contact. The main interface has a navigation bar with 'Contractor Licensing' selected. Below it, there are buttons for 'Create an Application' and 'Search Applications'. A 'Registered Company' section shows a list with '1 Contact' selected. The 'Step 1 : Contact > Company' section contains a 'Company' header and a message: 'To add your company's information, press the "Add New" button.' Below this are two buttons: 'Select from Account' (marked with a red circle 1) and 'Add New' (marked with a red circle 2). A 'Save and resume later' button is at the bottom.

The 'Contact Information' form is shown in a pop-up window. It has a '2' in a red circle in the top right corner. The form fields are: 'First: *', 'Middle:', 'Last: *', '*Company Name:', '*Business Phone:' (with a placeholder '(xxx)-xxx-xxxx'), 'Address Line 1: *', 'Address Line 2:', 'Address Line 3:', 'City: *', 'State: *', 'Zip: *', and 'Preferred Contact Method' (with a dropdown menu '--Select--').

A second pop-up window shows the 'Registered Company' list with '1 Contact' selected. Below it, the 'Step 1 : Contact > Company' section shows the 'Company' header and the same message as the main interface. A green checkmark and the text 'Contact added successfully.' are displayed. Below this, the company details are shown: 'Firstname m Lastname', 'My Test Company', 'email@gmail.com', 'Home phone:', 'Mobile Phone:205-123-1231', 'Work Phone: 205-123-1231', 'Fax:', and 'Edit Remove'.



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5. Company License Info: Enter info about the Company's Business license, State license (if applicable) and Bond (if applicable). **Choose the Company Type** from the drop-down list box to see all the fields of information needed to submit, **fill in all required fields** (marked with a red *) and **click Continue Application** to move on to the next page. No expired dates will be allowed to be entered.

Registered Company

1 Contact 2 Registration 3 Attachments 4 Review

Step 2 : Registration > License & Bond

Details

REGISTRATION INFORMATION

* Company Type:	Plumbing
Business License Number: *	2019-xxxxxxx
Business License Expiration Date: *	09/30/2020
Bond Number: *	325652
Bond Expiration Date: *	11/30/2020
Bond Amount: *	5000
Bond Company Name: *	BCO
Bond Company Phone: *	1234567890



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6. Attachments are required on most applications. This is where you will upload any supporting documents, such as business license and bond if applicable. Not uploading these documents may delay the approval process.
- Click the **Add button** to open the File Upload pop-up window.
 - Choose Add** in the pop-up to open a file explorer window that allows you to navigate to and pick your items. Once selected, you will see your particular file names appear in the File Upload window.
 - You can **use Add** again to attach another file or
 - click Continue** to move to the next step.

Step 3 : Attachments > Documents

Uploaded Documents

Please attach documents pertinent to your application as listed below. Not providing this information may delay

- Electrical Contractor: Contractor Bond and Business License
- General Contractor: State Card and Business License
- Licensed Homebuilder: State Card and Business License
- LP Gas: Contractor Bond and Business License
- Natural Gas: Contractor Bond and Business License
- Plumbing Contractor: Contractor Bond and Business License
- ROW Excavation Contractor: ROW Bond and Business License

The maximum file size allowed is 16 MB.

Name	Type
No records found.	

Add

File Upload

The maximum file size allowed is 16 MB.

Continue **Add** **Remove All** **Cancel**

Choose File to Upload

Recent Places

Organize

Name	Date modified
2019	11/14/2019
2019changes	11/14/2019
Appendix_C_PublicEducation_PublicInvo...	11/14/2019
Appendix_N_MajorFind_Furture_Budgets...	11/14/2019
Birmingham	11/18/2019
changes	11/14/2019
cleanup	11/14/2019
CONTACTS	11/18/2019
vServ_Instructions	11/18/2019
Downloads	11/15/2019

All Files (*.*)

Open **Cancel**

File Upload

The maximum file size allowed is 16 MB.

test.jpg 100%

Continue **Add** **Remove All** **Cancel**



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- e) Define the document's type: After pointing to the file you will need to let us know what kind of documentation it is. After you *Continue Application* from the file navigation & selection you will return to the same *Attachments>Documents* page.
- f) **Select the type of file from the Type dropdown list box** (required) for each attachment you added and add a description of the item (not required).
- g) You will then **select Save** to push the upload to our software.

A screenshot of a web form for uploading documents. The form has a light gray background and a dark blue border. It contains the following elements:

- A label "*Type:" followed by a dropdown menu currently showing "Business License".
- A label "File:" followed by the text "Company Amendment Intake form.pdf".
- A progress bar showing "100%".
- A label "Description:" followed by a text input field containing "Description is optional|".
- At the bottom, three buttons: "Save", "Add", and "Remove All".

- h) Manage uploaded files: You will know that document upload is effective when you receive the successfully uploaded message at the top of the page and your file names show in the table at the center of the page.



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- i) You now have the options to
 - I. Open the transferred file (by clicking the file name hyperlink),
 - II. View Details of or Remove the file (by **choosing the Actions droplist**), or
 - III. Uploading more files using the **Add button**.
 - IV. If you are satisfied with the submission, **click Continue Application**.

Uploaded Documents

Please attach documents pertinent to your application as listed below. Not providing this information may delay your application's

- Electrical Contractor: Contractor Bond and Business License
- General Contractor: State Card and Business License
- Licensed Homebuilder: State Card and Business License
- LP Gas: Contractor Bond and Business License
- Natural Gas: Contractor Bond and Business License
- Plumbing Contractor: Contractor Bond and Business License
- ROW Excavation Contractor: ROW Bond and Business License

The maximum file size allowed is 16 MB.

Name	Type	Size	Latest Update	Action
Company Amendment Intake form.pdf	Business License	102.36 KB	11/12/2019	Actions ▼



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7. Review the information you have provided for your application. At the end of the application pages is a final review. At this time, you can **use the Edit buttons** on the right side of the page in each section to return to that part of the application and make changes. You can also **use Add** to upload more files at this review page. If you are satisfied with the information you have entered **click the Continue Application** button. Your information will be sent to our office and staff will review your file. You can track the status of your application in your user account.

On this page, and all previous, you also have the option to **Save and Resume** your application if you need to come back to it later. This will create a temporary record that you can find with your user account and resume where you left off or review and modify your application from the beginning.

Step 4: Review

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

Please review all information below. Click the "Edit" buttons to make changes to sections or "Continue Application" to move on.

Record Type

Registered Company

Company [Edit](#)

Kat LaChine
LaChine Co
1974 Mt.Dowling Dr
Huntsville, AL, 35803
Business Phone:205-111-3333
E-mail:kjblachine@gmail.com

Details [Edit](#)

REGISTRATION INFORMATION

Company Type:	Electrical
Business License Number:	asdas
Business License Expiration Date:	05/22/2020
Bond Number:	asdas
Bond Expiration Date:	05/29/2020
Bond Amount:	5000
Bond Company Name:	Bonds By Allison
Bond Company Phone:	2059567081

Uploaded Documents [Edit](#)

The maximum file size allowed is 16 MB.

Name	Type	Size	Latest Update	Action
No records found.				

[Add](#)

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



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8. Record Issuance

This page gives you the **record number** for your application. For some Contractor Registration types, you will need to share this number with the staff that work for your company as they register in the system to apply for permits online. Their registration and applications will be connected to this business.

Please retain record number for your records.

Your business will need to identify approved professionals (Trade Contractors) by sharing this number with them for their registration with Jefferson County.

Step 6 : Record Issuance

Your application has been successfully submitted. We will begin the process of review for completeness.

Thank you for using our online services.

Your Record Number is RC-19-0118.

You will need this number to check the status of your application.

Choose "View Record Details" below to check your application status.

[View Record Details »](#)

You can use **View Record Details** to review the status of this application and upload additional documents.

The screenshot shows a web interface for 'Contractor Licensing'. The record number is RC-19-0119. The status is 'Registered Company' and 'Record Status: Application Submitted'. A sidebar menu includes 'Record Info', 'Payments', 'Record Details', 'Processing Status', 'Related Records', 'Attachments', and 'Inspections'. The 'Record Details' section is expanded to show 'More Details', 'Related Contacts', and 'Company Information' for Kat LaChine at LaChine Co, 1874 McDowling Dr, Huntsville, AL, 35803. Contact details include Business Phone: 205-111-3333, E-mail: kblachine@gmail.com, and Preferred Contact Method.