



CONTRACTOR LICENSING

Jefferson County requires certain information about the 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 Contractor license will only need to be done once but some information will need to be updated annually (like State License/Certification Expiration Date, Business License Number and Expiration Date) 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 Contractors must be registered. We also recommend you have a digital version of your State License/Certification and Business License on hand at the time of registration.

Follow the instruction below to register as a Licensed Professional and apply for Permits. Please make sure to have the following documents ready when applying for registration.

Licensed Professional Type	Required Documents on Registration
Electrical	Active State License and JC Business License
Plumbing	Active State License and JC Business License
Gas Master – LP Class A	Active State License, Active JC Business License, & State Letter
Gas Master – LP Class C	Active State License, Active JC Business License, & State Letter
Gas Master - Natural	Active State License and JC Business License
Erosion Control	Active ESC Workshop Certification and Business License
Fire Alarm	Active State License and JC Business License
Electronic Security	Active State License and JC Business License
General Contractor	Active State License and JC Business License
HVAC Professional	Active State License and JC Business License
Licensed Home Builder	Active State License and JC Business License
Low Voltage (Self registration not available)	Contact Development Services at 205-325-5321 to register
Demolition (Self registration not available)	Contact Development Services at 205-325-5321 to register

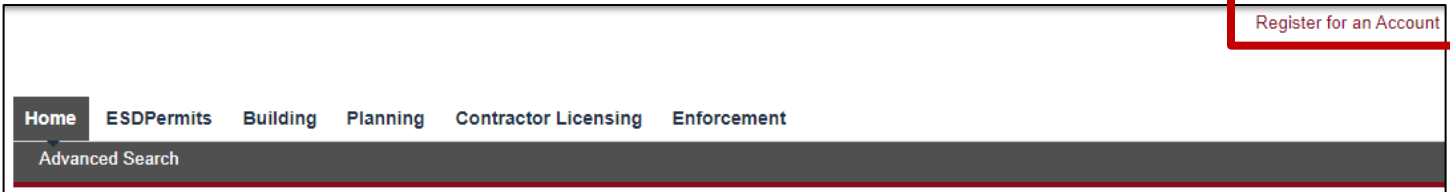
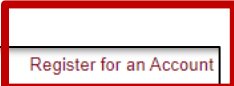


CONTRACTOR LICENSING

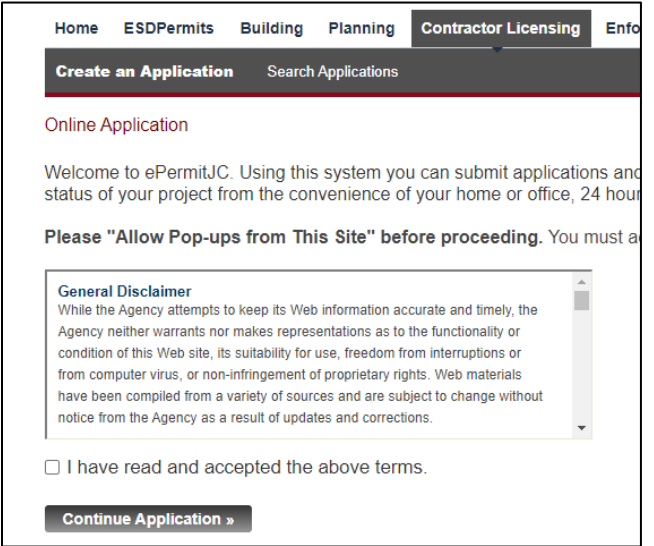
Go to ePermitJC (<https://permits.jccal.org/citizenaccess>)

- Click “[Register for an Account](#)” If you are a first-time user. For step-by-step instruction click the link below.

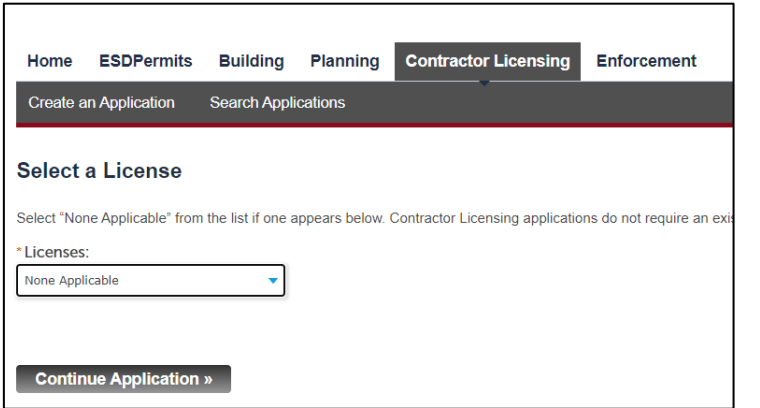
[Register for a Public User Account](#)



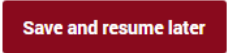
- If already registered: Login to your account & click on “Contractor Licensing” tab on the menu
- Accept the General Disclaimer. Continue Application



- Select “Non-Applicable” from the “Licenses” list. Continue Application.



Save and Resume Later Option



The Save and Resume option allows you to save your application at any point without losing the data you have entered. It is located at the bottom of each page during the application process.



CONTRACTOR LICENSING

- Click on "Select from Account" in the License Holder section to add your information as the "License Holder". (image A)
- Click on "Add New" in the Company section to enter the Company information for the "License Holder". (images B & C)

A

Contractor Registration

1 Contact 2 Registration 3 Attachments

Step 1: Contact > Applicant

License Holder

To add new contacts, click the "Select from Account" or "Add New"

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

Company

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

Step 1: Contact > Applicant

License Holder

To add new contacts, click the "Select from Account" or "Add New"

✔ **Contact added successfully.**

TEST CONTRACTOR
MAIL@EMAIL.COM
Home phone:
Mobile Phone:(123)-456-7896
Work Phone:
Fax:
[Edit](#) [Remove](#)

B

Contact Information

First: Middle: Last:

* Company Name: * Business Phone:

* Address Line 1: Mobile Phone:

Address Line 2:

Preferred Contact Method:

Address Line 3:

* City: * State: * Zip:

* E-mail:

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

C

Company

✔ **Contact added successfully.**

TEST COMPANY
TESTCON LTD
EMAIL@MAIL.COM
Home phone:
Mobile Phone:
Work Phone: (123)-456-7895
Fax:
[Edit](#) [Remove](#)



CONTRACTOR LICENSING

- Continue Application.
- In the resulting window select your Profession Type from the “Type” list, add required information for your profession type registration, and click Continue Application.

Step 2: Registration > License & Certifications

Details

PROFESSION TYPE

*Type: ?
 Gas Master - Natural ▼

REGISTRATION INFORMATION

State License/Certification Number: *	State License/Certification Expiration Date: * ?
MPG-12345	06/30/2021 📅
Business License Number: *	Business License Expiration Date: *
2021-123456	09/30/2021 📅

- Attach the required documents to your application. click Continue Application.

Step 3: Attachments > Documents

Uploaded Documents

Please attach the following documents. Not providing this information may delay your application's approval.

- **Current State License or Certifications**
- **Current Business License**

The maximum file size allowed is 250 MB.

Name	Type	Size	Latest Update	Action
JC Business License.pdf	Business License	33.93 KB	03/16/2021	Actions ▼
Contractor State License.pdf	Certification	34.43 KB	03/16/2021	Actions ▼



CONTRACTOR LICENSING

- Review your information and update as needed. Agree to the terms at the bottom of the page. click Continue Application.

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

Contractor Registration

License Holder [Edit](#)

TEST CONTRACTOR
2100 TEST ROAD
MORRIS, AL, 12345
Mobile Phone: (123)-456-7896
E-mail: MAIL@GMAIL.COM
Preferred Contact Method

Company [Edit](#)

TEST COMPANY
TESTCON LTD
2100 TEST ROAD
MORRIS, AL, 12345
Business Phone: (123)-456-8985
Mobile Phone: (123)-456-7896
E-mail: MAIL@GMAIL.COM
Preferred Contact Method Business Phone

Details

PROFESSION TYPE [Edit](#)
Type: Gas Master - Natural

REGISTRATION INFORMATION [Edit](#)
State License/Certification Number: MPC-12345 State License/Certification Expiration Date: 05/31/2021
Business License Number: 2021-123455 Business License Expiration Date: 09/30/2021

Uploaded Documents [Edit](#)

The maximum file size allowed is 250 MB.

Name	Type	Size	Last Updated	Action
JC Business License.pdf	Business License	33.60 KB	03/16/2021	Actions
Contractor State License.pdf	Certification	34.43 KB	03/16/2021	Actions

[Add](#)

I certify that I have read and understand the instructions that accompany this application and that the statements made as part of this application are true, complete, and correct and that no material information has been omitted. By checking the box below, I understand and agree that I am electronically signing and filing this application.

By checking this box, I agree to the above certification. Date: 05/16/2021



CONTRACTOR LICENSING

- A submission confirmation and your Record Number is displayed.

Contractor Registration

1 Contact	2 Registration	3 Attachments
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Your Contractor Registration 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 CRA-21-0003.

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

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

[View Record Details »](#)

What happens next?

- Your application will be reviewed by our staff to ensure all pertinent information has been provided before approving it.
- Some Applications will not be complete upon the initial submittal and may require one or more items to be clarified or corrected. In this instance an email notification is sent to the applicant indicating what is required.
- Upon approval of the application a **Contractor Registration Number** is generated and assigned to you.
- You will receive an email notification with your Contractor Registration Number.