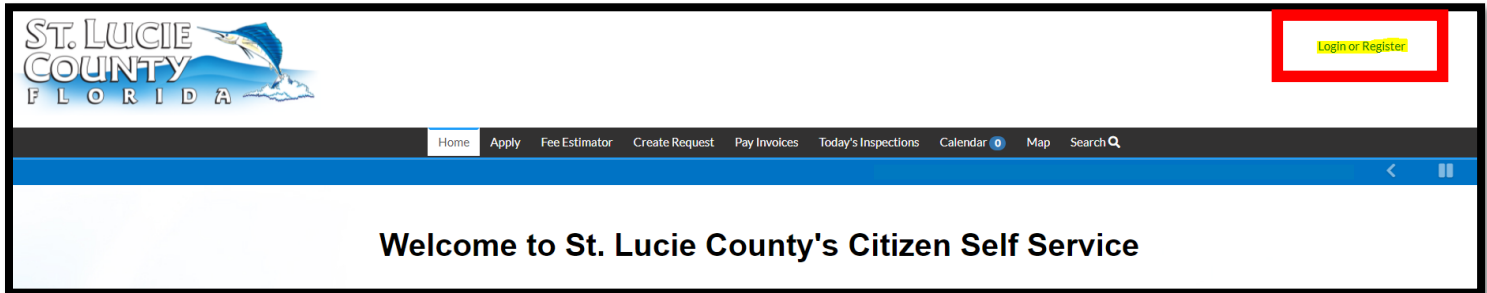




Citizen Self Service (CSS) Applying for a Contractor's License

Purpose: To provide guidance on how to apply for a contractor's license on CSS.

1. Go to **CSS Site**
2. **Register** - To register on CSS the user can click on the **Login or Register** box and select Register. This will bring up a page that requires an email address to create an account.



3. Use one of the following options to **Register** or **Log In**:

Sign in to community access services.

[Sign in with Google](#)

[Sign in with Apple](#)

[Sign in with Microsoft](#)

[Sign in with Facebook](#)

OR

Email address

Password

Remember me

[Sign in](#)

[Forgot password?](#) [Unlock account?](#) [Help](#)

Don't have an account? [Sign up](#)

Note: If registering for the first time, to proceed with enrollment, the user must click the link in the confirmation email which will be sent to the email the user provides at registration.



Citizen Self Service (CSS) Applying for a Contractor's License

Purpose: To provide guidance on how to apply for a contractor's license on CSS.

- Once logged in, click on the **Apply** button on either the top header bar in black or the shortcut on the homepage.

The screenshot shows the homepage of the Citizen Self Service portal. At the top left is the St. Lucie County Florida logo. The top navigation bar includes links for Home, Dashboard, **Apply**, Fee Estimator, My Work, Service Request, Help Center & Links, Pay Invoices, Today's Inspections, Calendar, Map, and Search. A blue banner below the navigation bar reads "Coming Soon!" and provides information about a new online platform. The main heading is "Welcome to St. Lucie County's Citizen Self Service". Below this are four shortcut cards: "Map", "Search Public Records", **Apply** (highlighted with a red box), and "My Account".

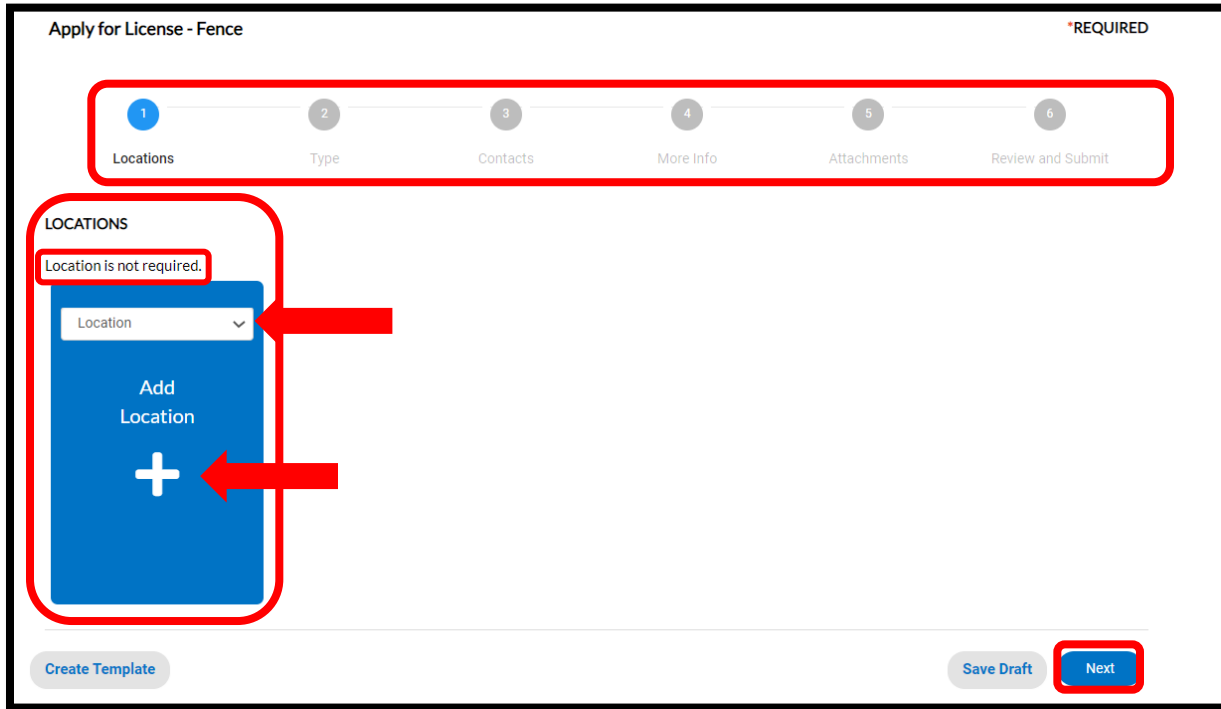
- Filter license case application types by choosing the **Licenses** filter button. A listing of license case types will appear in alphabetical order. Choose from the list or search in the **Search** bar. Click on the **Apply** button.

The screenshot shows the "Application Assistant" page. The top navigation bar is the same as in the previous screenshot. Below the navigation bar is a search bar with the placeholder text "Search for application names and keywords". Below the search bar are five filter buttons: "All", "Trending", "My History", **Licenses** (highlighted with a red box), "Permits", and "Plans". Below the filters are two category cards for "Motor Carrier Class A" and "Motor Carrier Class B". Each card includes a category name, description, and an "Apply" button. The "Apply" button for "Motor Carrier Class B" is highlighted with a red box.

6. Steps 1-6 appear. The first step is to choose a **location(s)**. The drop-down allows to add location types (Billing, Home, Location, or Mailing). **It is not a required field.**

Note the **Save Draft** button is available as the user proceeds to the next step.

Click on the **Plus (+)** button to add an address.



Apply for License - Fence *REQUIRED

1 Locations 2 Type 3 Contacts 4 More Info 5 Attachments 6 Review and Submit

LOCATIONS

Location is not required.

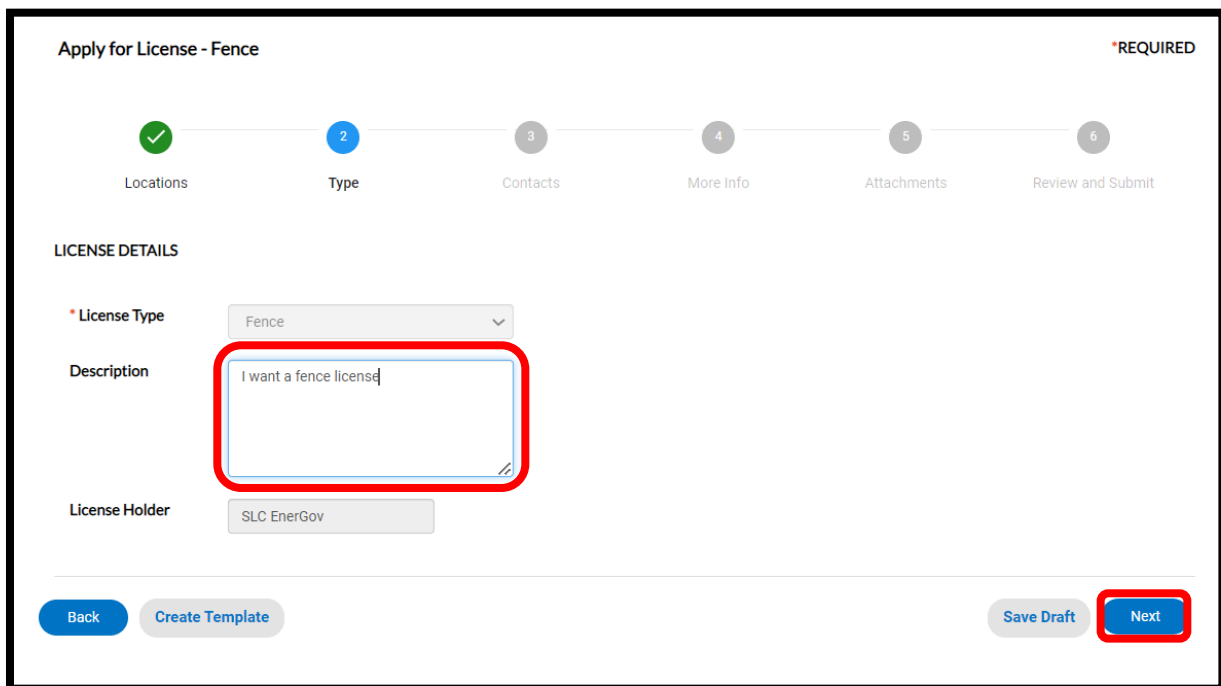
Location

Add Location

+

Create Template Save Draft **Next**

7. **Step 2 is Type.** This step pre-populates the license case type and requests a **Description** of the license case. Click **Next** when complete.



Apply for License - Fence *REQUIRED

1 Locations 2 Type 3 Contacts 4 More Info 5 Attachments 6 Review and Submit

LICENSE DETAILS

* License Type Fence

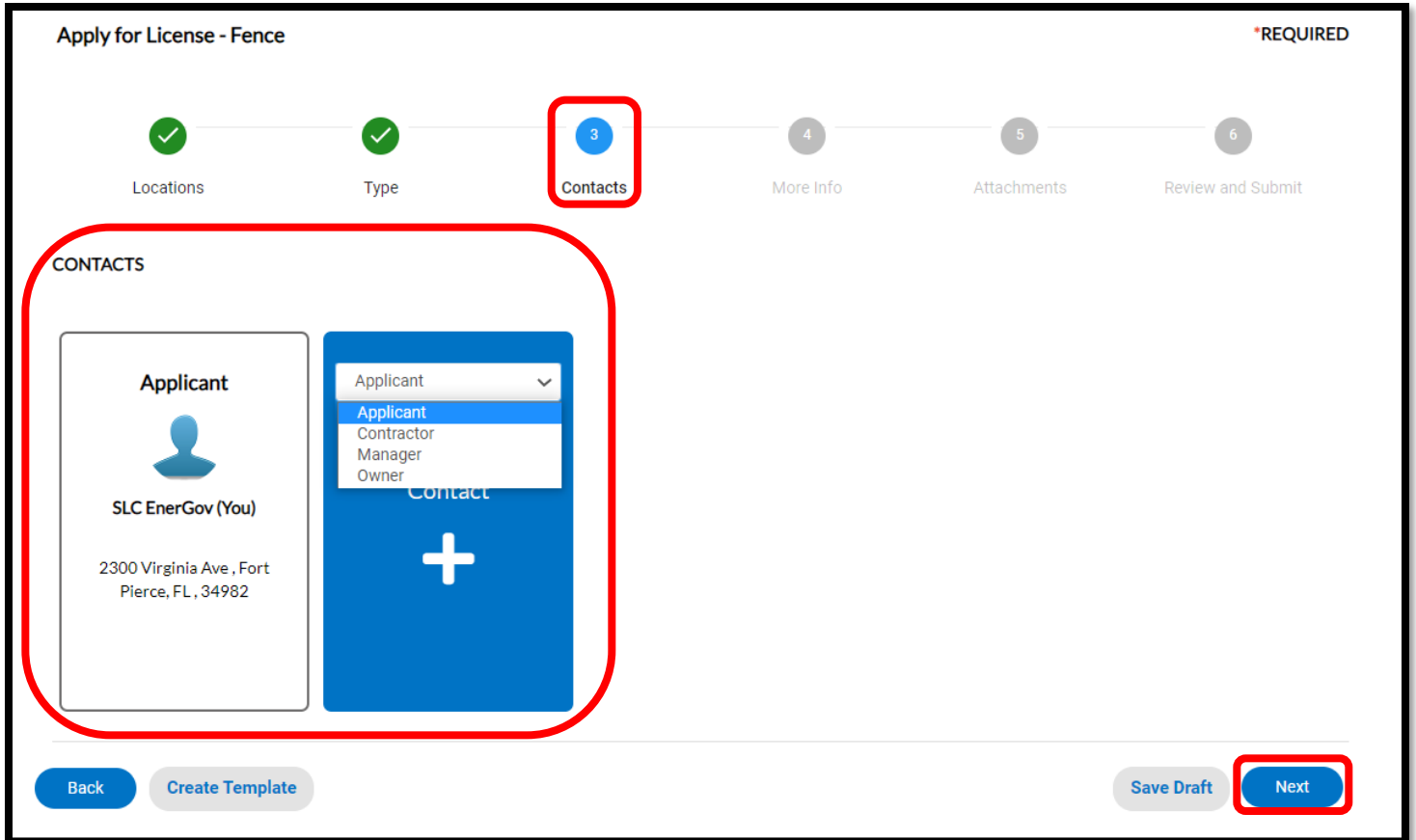
Description I want a fence license

License Holder SLC EnerGov

Back Create Template Save Draft **Next**

8. **Step 3 is Contacts.** This step pre-populates the **Applicant** as the User that is logged in. The user may **add more contacts based on the type**. The user can add more contacts as needed. See the example of the contact types listed below.

Note: Only the contacts listed in the application will have access to the license case. If the user does not add the additional contacts during the application process, the user will need to contact staff to add them to the license case at a later time. When complete, Click **Next**.



Apply for License - Fence *REQUIRED

Progress: 1. Locations (✓) 2. Type (✓) 3. **Contacts** (3) 4. More Info (4) 5. Attachments (5) 6. Review and Submit (6)

CONTACTS

Applicant

SLC EnerGov (You)

2300 Virginia Ave., Fort Pierce, FL, 34982

Applicant

- Applicant
- Contractor
- Manager
- Owner

+

Buttons: Back, Create Template, Save Draft, **Next**

---- Go to the next page for the following step. ----



Citizen Self Service (CSS) Applying for a Contractor's License

Purpose: To provide guidance on how to apply for a contractor's license on CSS.

9. **Step 4 is More Info (4 Parts)** to add details on the user's license case request. Items in **red** are required (differs by license case type). The more information provided the better we can serve the user.

a. The **1st Part is Helpful Links**

Apply for License - Fence *REQUIRED

Progress: ✓ Locations ✓ Type ✓ Contacts 4 More Info 5 Attachments 6 Review and Submit

MORE INFO

Helpful Links

Description of License Categories	link
Contractor Licensing Board Meeting Schedule	link
Testing Agencies	GITS - link PROV - link

b. The **2nd Part is General Information** about the License. When complete Click **Next**.

General | Top | Main Menu

***Date of Birth** 05/05/1960

***Gender** Male

***Citizen of the US?** Yes

***Drivers License Number Valid ID** WT00000-2611

***Business Type** Individual

Name of Testing Agency

Type of Sponsorship Business & Law Trade

Give history of your experience in the construction business during the last ten (10) years. (Please state length of time in each field and employer.)

- c. The **3rd Part** is the **History of Experience** for the last **10 years**. **Employment History** and **Supplier Information Details** are **Required**.

Click on the **+Add Row** button, add information in pop up box, and **Click Update**.

Give history of your experience in the construction business during the last ten (10) years. (Please state length of time in each field and employer.)

Employment History Details

At least one row of information is required. Click +Add Row to begin.

+ Add Row

Experience	Length of Time	Employer

List name and addresses of all businesses applicant owns or has owned in the past five (5) years.

Business Info Details

+ Add Row

Business Name	Business Address

Material suppliers with which you regularly do business. (If you cannot comply, substitute two other similar business references), with names and addresses:

Edit

Experience: Fencing

Length of Time: 7 years

Employer: Better Fencing

Update Cancel

Supplier Information Details

At least one row of information is required. Click +Add Row to begin.

+ Add Row

Supplier Name	Supplier Address

I am a duly licensed Contractor

List which Municipalities License is held Details

+ Add Row

Municipalities Name	Competency Number

Edit

Supplier Name:

Supplier Address: SupplierName is required

Update Cancel

- d. The **4th Part** is a series of questions related to the license. Those with a **red asterisk (*)** are required. When complete click **Next**.

Have you ever been a member of a firm, which failed to pay all subcontractor's, material supplies, or laborers on contract?

If Yes, Please Provide Explain the Circumstances

Have you ever been a member of a firm, which has failed to complete a contract?

If Yes, Please Provide Explain the Circumstances

Have you ever had a Lien filed against you, as a Contractor or your Business?

Have you ever been convicted or presently charged with a misdemeanor involving moral turpitude or felony within the last five (5) years?

If Yes, Please Provide Explain the Circumstances

Have you ever had your certificate of competency suspended or revoked? Has the Department of Professional Regulation Suspended or Revoked your certification or registration?

If Yes, Please Provide Explain the Circumstances

[Back](#) [Create Template](#) [Save Draft](#) [Next](#)



Citizen Self Service (CSS) Applying for a Contractor's License

Purpose: To provide guidance on how to apply for a contractor's license on CSS.

10. **Step 5** is to add **Attachments**. **Required attachments** will be labeled as such and must be included. Additional attachments may be included as shown below. When complete click **Next**.

Apply for License - Fence *REQUIRED

Progress: 1. Locations (✓) 2. Type (✓) 3. Contacts (✓) 4. More Info (✓) 5. Attachments (5) 6. Review and Submit (6)

Attachments

Note: If you are a Corporation or LLC, the Copy of Corporate Charter is required

Driver's License Add Attachment + Supported: .pdf, .jpg, .png, .jpeg, .gif, .tiff, .doc, .docx, .xls, .xlsx, .txt, .dwg, .zip, .csv, .rtf, .dxf, .dw...	Full Faced View Photograph 2"x2" o... Add Attachment + Supported: .pdf, .jpg, .png, .jpeg, .gif, .tiff, .doc, .docx, .xls, .xlsx, .txt, .dwg, .zip, .csv, .rtf, .dxf, .dw...	Letters of Experience Add Attachment + Supported: .pdf, .jpg, .png, .jpeg, .gif, .tiff, .doc, .docx, .xls, .xlsx, .txt, .dwg, .zip, .csv, .rtf, .dxf, .dw...	Select Type Add Attachment + Supported: .pdf, .jpg, .png, .jpeg, .gif, .tiff, .doc, .docx, .xls, .xlsx, .txt, .dwg, .zip, .csv, .rtf, .dxf, .dw...
REQUIRED	REQUIRED	REQUIRED	

Buttons: Back, Create Template, Save Draft, **Next**

---- Go to the next page for the following step. ----



Citizen Self Service (CSS) Applying for a Contractor's License

Purpose: To provide guidance on how to apply for a contractor's license on CSS.

11. **Step 6** is to **Review and Submit** your application. This step shows a summary of all items entered. If the user wishes to make a change, click **Save Draft**, and the user can update. Once reviewed, **click Submit**.

Apply for License - Fence *REQUIRED

Progress: Locations ✓, Type ✓, Contacts ✓, More Info ✓, Attachments ✓, Review and Submit 6

Submit

Locations

Basic Info

Type	Fence
Description	I want a fence license
Applied Date	04/07/2022
License Holder	SLC EnerGov

Contacts

Applicant	SLC EnerGov 2300 Virginia Ave , Fort Pierce, FL., 34982
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Estimated Fees

The following is a fee estimate and totals are subject to change. Additional fees may apply.

Fee	Amount
Application Fee - \$150	\$150.00
Sponsorship Fee: Business and Law	\$50.00
Sponsorship Fee: Trade	\$75.00

Total: \$275.00

More Info

General [Top](#) [Main Menu](#)

Date of Birth	05/05/1960
Gender	Male
Citizen of the US?	Yes
Drivers License Number Valid ID	WT00000-2611
Business Type	Individual
Name of Testing Agency	GITS, LLC
Type of Sponsorship	<input checked="" type="checkbox"/> Business & Law <input checked="" type="checkbox"/> Trade

12. Upon **successful submission** of the license, the summary screen appears. **Fees** will be **invoiced** at a later time. To pay fees, the fees must first be invoiced in EnerGov.