

# How do I renew my contractor's license?

## Step 1. Sign into your portal:



## City of Norman Web Portal

[Sign In](#) [My Shopping Cart \(0\)](#) [Portal Home](#) [Search for a Property](#) [Portal Help](#)

The City's new web portal is now online. Apply for permits, check the status of applications and inspections, submit complaints, check on planning applications and apply for business licenses - all from the comfort of home. No more lineups.

The CityView Portal is the first step in the City's plan to improve its service offerings for citizens. Visit portal help to learn more about application instructions, FAQ's before applying online. Watch for more updates coming soon.

## Step 2. Click on my items:

## City of Norman Web Portal

### Welcome

[Sign Out](#) [My Account](#) [My Items](#) [My Shopping Cart \(0\)](#) [Portal Home](#) [Search for a Property](#) [Portal Help](#)

## My Items

This page lists all the applications and other items in which you are a contact.

## Step 3. Click on My Contractor License Applications and then click "renew this license":

[My Contractor License Applications \(1\)](#)

Show Active (1 of 1)

Reference Number	Name	Address	Status	Date Created
LC1180818141	Your company name here		Active	02/23/2023

[Upload Submittals](#) [Add Fees to My Cart](#) [Renew this License](#) [Share](#)

[Apply for a New License](#)

Step 4. Update/confirm all of your information and follow steps 1-4 below:

## City of Norman Web Portal

Welcome!

[Sign Out](#) [My Account](#) [My Items](#) [My Shopping Cart \(0\)](#) [Portal Home](#) [Search for a Property](#) [Portal Help](#)



[Return to Status Page](#)

Step 5: Once you complete the steps above- click on my shopping cart to pay fees:

Thank You! Your License Renewal information has been submitted.

There are fees totaling: xxx owing on this application.

**Click My Shopping Cart to pay your fees.**

Step 6. Click on Make Payment and enter payment information:

**Total Amount Owing:**

**Make Payment**

Step 7. After you have made your payment, City staff will review your submittals. Once approved, staff will email a copy of your new license to the email associated with your portal. This license can also be found under “My Items” “My Contractors License Applications.” Click the Blue reference number and scroll down to “Documents & Images.” You will then click on the “CV- Badge- New” to view your license.

[Sign Out](#) [My Account](#) [My Items](#) [My Shopping Cart \(0\)](#) [Portal Home](#) [Search for a Property](#) [Portal Help](#)

## My Items

This page lists all the applications and other items in which you are a contact.

[Expand All](#) | [Collapse All](#)

**My Business License Applications (0)** ☺

**My Code Enforcement Complaints (0)** ☺

**My Contractor License Applications (1)** ☺

Reference Number ↕	Name ↕	Address ↕	Status ↕	Date Created ↕
LC1180818141			Active	02/23/2023

[Upload Submittals](#) [Share](#)

**Documents & Images** ☺

Date Uploaded	File Type	Name
03/05/2024	Letter	CV - Renewal Notice - MEP (2)
03/06/2024	Letter	CV - Renewal Notice - MEP
03/12/2024	Form	Image_001
03/12/2024	Photograph	Image_001 (2)
03/12/2024	Receipt	Receipt for transaction: 2024-002416
03/12/2024	Letter	CV - Badge - New