

## How do I obtain a new contractor (M, E, P) 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. Scroll down to Trade Contractors (M, E, P) Sign and Structure Moving Licensing and click "Apply for a New License":



## Trade Contractors (M,E,P) Sign and Structure Moving Licensing

[Apply for a New License](#)

[License Search](#)

[Upload Submittals](#)

### Step 3. Follow the application information steps and click submit:

## City of Norman Web Portal



### Contractor License Application - Basic Information

TMPLC20240001042

Required information is indicated with an asterisk (\*).

The application is not submitted until all information is collected and you press the "Submit Application" button on the Summary Tab. If you exit the process any time before then, there will be no record of the application in the system.

#### Name and Description ☺

Contractor Name:\*

Limit 100 characters

Please describe the type(s) of contracting you do:\*

Limit 4000 characters

Step 4. Once you have completed all application steps and uploaded submittals, City staff will review your license:

## City of Norman Web Portal



Step 5. Once City staff confirms all submittals are correct, we will send you an “Invoice of Pending Fees.” You will log back into your portal and click on “My Items,” “My Contractor License Applications” and click “Add fees to Cart.”:

## City of Norman Web Portal

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 (2) ⊙**

Show Active (2 of 2)

Reference Number	Name	Address	Status	Date Created
			Active	03/15/2023

Upload Submittals **Add Fees to My Cart** Share

Step 6. Scroll back to the top and click on “My Shopping Cart” to pay the fees:

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**My Shopping Cart (0)** Portal Home Search for a Property Portal Help

Step 7. Once the fees are paid, City staff will issue your license to you through the portal.