City of Cleveland online contractor renewal.

Before you start you must make sure you have the following:

- **Surety Bond**
  
  In the amount of 25,000 or more
  
  Valid the date of the registration or before through 12-31 of the Registration Year
  
  Including date sealed and the Attorney in Fact Name

- **Power of Attorney Form**
  
  Including Attorney of Fact Name
  
  Authorization, Notary and Seal Date that matches the seal date on the bond.

- **State License if required.**
  
  Valid the date of the registration or before through 12-31 of the Registration Year

- **Insurance Policy**
  
  In the amount of 100,00.00 for Bodily Injury and 50,000.00 for property.
  
  Valid the date of the registration or before through 12-31 of the Registration Year
  
  A rider is acceptable to close the gap in insurance coverage.

- **Microsoft Silverlight installed on your PC**
  
  You will be required to upload these documents to the system.
Step 1
Goto https://ca.permitcleveland.org

Step 2  Enter your user name and Password into the login screen and click Login
Step 3

Click on Search Building Records
Step 4

A. Set the date range back to 2010
B. Type in the name of your business
C. Click Search
Step 5

Your contractor registrations will show at the bottom of the page.

Click on Renew Application. 

*If the renew application link does not appear it means that your Online User account is not properly linked to the registration*
**Step 6**

Update all of the information on the page according to your documents and Click Continue.
Step 7
The Document upload page will appear.
YOU MUST SCAN AND UPLOAD THE REQUIRED DOCUMENTS LISTED ABOVE.

You will click Add for each document individually.

You must select the type for each document.
Put in a brief description of the Document
When finished there will be three (3) uploads shown
When all uploads are complete the page will look like this.

YOU MUST CLICK SAVE WHEN THEY ARE FINISHED UPLOADING
You will get the following screen

Click Continue Application.
**Step 8**

Double check all of the information on the review screen

### Record Type
Contractor Registration Statement

<table>
<thead>
<tr>
<th>Field</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Contractor Type</td>
<td>General Contractor</td>
</tr>
<tr>
<td>Business Name</td>
<td>Does Co</td>
</tr>
<tr>
<td>Address Line 1</td>
<td>2020 Woodland</td>
</tr>
<tr>
<td>City</td>
<td>Cleveland</td>
</tr>
<tr>
<td>Zip</td>
<td>44111</td>
</tr>
<tr>
<td>Phone 1</td>
<td>123456</td>
</tr>
<tr>
<td>Email Address</td>
<td>b新陈@email.com</td>
</tr>
<tr>
<td>Insurance Co</td>
<td>The Huffman Group</td>
</tr>
<tr>
<td>Insurance Amount</td>
<td>3000000.00</td>
</tr>
<tr>
<td>Policy Number</td>
<td>123456</td>
</tr>
<tr>
<td>Policy Begin Date</td>
<td>01/01/2015</td>
</tr>
<tr>
<td>Policy End Date</td>
<td>12/31/2016</td>
</tr>
<tr>
<td>Attorney of Record</td>
<td>Mark J Puller</td>
</tr>
<tr>
<td>Power of Attorney</td>
<td>11/06/2015</td>
</tr>
</tbody>
</table>

### Attachment
*This is where you can upload any required documents.*

- **Action:** [Apply PDF](#)
- **Type:** PDF
- **Size:** 152 KB
- **Date:** 11/06/2015

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**EDIT**

Click Edit if needed

Click Continue Application
Step 9
The Pay Fees screen appears.
Click Continue Application to proceed to the payment processor.

Our Payment system is operated outside of the City of Cleveland system by a secure third party processor.

No information is stored in the City system and you must enter it for every transaction.
Step 10
Select Credit Card or Bank account.

Click submit Payment.
Step 11
Select Building and Housing from the Paid to dropdown
Enter your Credit Card or account information

You will be asked to verify the billing address and other information.
Your payment will be processed and you will receive an email from Official Payments
Step 12
Once the Payment is processed you will be redirected to the City of Cleveland Online portal.

The renewal request has been submit to the Department of Building and Housing for review and approval.

After the review you will receive an automated email to your Public User Email.

FOR QUESTIONS CONTACT NAVID HUSSAIN AT

NUSSAIN@CITY.CLEVELAND.OH.US
Step 13
You can go to the search page and enter the RenewCR number to track the status.

Click Record
Step 14
You will see the record detail page
By clicking the arrows in the Processing Status you can reveal the progress and any comments.

IF YOU ARE APPROVED YOU WILL RECEIVE AN EMAIL DIRECTING YOU TO PRINT YOUR REGISTRATION

IF YOU ARE DENIED YOU WILL RECEIVE AN EMAIL AND YOU CAN SEE THE REASON WHY IN THE PROCESSING STATUS

Dropdown arrows
For Status and Comments

Add Attachments
**Step 15**
If you are denied and you need to upload additional documents. You can open the attachments section and add documents as explained above.

**Step 16**
After you receive your approval email you will be able to view and print your registration. YOU MUST ALLOW POP UPS FOR THIS SITE.
Click on the “Reports” link at the top of the page and select “Contractor Certificate (ACA)”
Step 17

Your registration will pop up in another window. Print it for your records and remember the number for reference.