Checking and Updating Your Contractor Status Online

1. After logging in, click on your name in the "Hello, _____" message.

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CANTO	2M		+) Hello, jen@dav	engis.net! 🕞 Log off 🐂 Your cart	
Get started Select the permit, license, or proje	ect you'd like to apply for using one of the	methods below.			
Building Permits	Demolition Permits	Engineering	Trade Permits	Sign Permits	
New Construction Manufactured Homes Wall/Retaining Wall	Demolition Development Blasting	Permits Right-of-Way/Excavation Land Disturbance 	Electrical Low Voltage Temporary Power Connection	Sign Temporary Sign	

- 2. Scroll down the Account screen to the Contractor Registration section and Check the Box to indicate that you are registering as a contractor.
- 3. Select the contractor/license holder type you are registering as.
- 4. Click save changes.

types, hold CTRL
ommand (Mac) and

5. The screen will refresh. Now, click the "Check Your Contractor Status" button.

Contact Information >	Registering as a contractor will allow you to apply for some permits where a contractor is required. To select multiple types, hold CTRL and select each of the applicable types.
Contractor Registration >	I am registering as a contractor
Contractor Status	
	Contractor Status
	Check Your Contractor Status
	Save Changes

6. Look for items with the white "X" in the red circle. If there are any, click on the blue words next to that icon.

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		Apply	
iew your current contractor status below			
General 3			
Requirements			

- 7. Use the "Policy Number" field to enter your license number.
- 8. Use the "Issued By" Field to enter the State's Name if you are entering a state license or the Municipality name for a business license.
- 9. Enter the issuance date
- 10. Enter the expiration date
- 11. Upload a digital or scanned version of the license.
- 12. Click "Save"

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					Apply	Your Acco	ount - 🕜 Help
	* = Required						
General Contractor State > Card	General Contractor	State Car	d *				
	Policy Number						
	Issued By]				
	Issued Date	mm/dd/yyyy					
	Expiration Date	mm/dd/yyyy					
	Upload a copy of the Gen	eral Contract	or State Card				
	Document Attachment	Choose File	No file chosen				
	Back Save						