



# Obtaining a Contractor License

---

welcome neighbors.

## How to Obtain a License:

1. Access the portal at: <https://twb-bennett-co.smartgovcommunity.com/Public/Home>
2. Select **'Sign Up'** in the upper right corner or **'Log In'** if an account has already been created.
3. Go to **'My Portal' > 'Apply Online'**. If picking up an application that was already started, select **'My Portal' > 'My Applications'** and select the correct application.
4. Select **'Contractor Licensing'** from the drop down menu, then the type of license you wish to apply for. Complete the application as follows:
  - i. **Step 1:** Confirm the license type and enter the company name in the **'Doing Business As'** field.
  - ii. **Step 2:** Enter the address for the business. The project/permit address does not need to be provided at any point in the license application.
  - iii. **Step 3:** Provide the company details in the required fields.
  - iv. **Step 3:** Confirm the entered information.
5. You will receive a confirmation pop up with the assigned license application number. You must select **'Go to my new license'** on this popup to complete the application.
6. Select or scroll down to the **'Submittals'** section on the application. The required submittal documents will be listed. On each line item select the blue text **'0 files'**. You will then be able to add files to upload the required documents.
  - i. For blank templates of waiver and affidavits, either visit the Building Department or Contractor pages of the Town Website OR go to the Home page of the portal, scroll to the bottom and select **'Documents'**. You will then be able to download the necessary document(s) from the Building Department folder.
7. Once the materials are received by the Building Department you will receive corrections needed for the application, or the materials will be approved and any fees will become payable through the portal. Submit payment and the license will be issued.

## How to Renew an Existing License:

1. Access the portal and log in.
2. Go to **'My Portal' > 'My Applications'**. Expand the section for **'Active'**.
3. Under the section for **'Licenses'**, locate the license you want to renew. Select the button **'Renew'**.
4. On the next screen, select **'Next'**.
5. You will receive a confirmation that your renewal application has been submitted to the Building Department.
6. Scroll down to submittals, select the blue **'0 files'** next to the submittal line items. Upload an updated Certificate of Insurance listing the Town of Bennett as the Certificate Holder.
7. The Building Department will process your application and updated COI. An annual license fee will be made available for payment. Once the COI and payment are received, a renewed license will be issued.