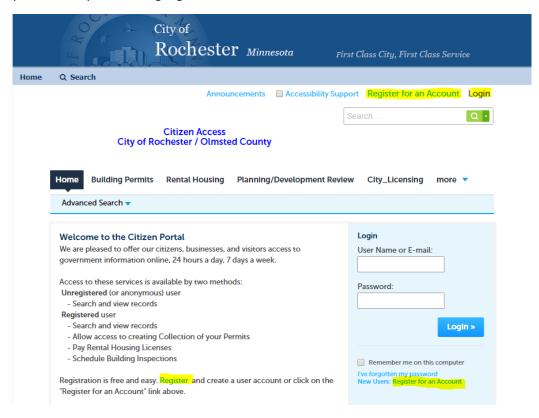# Applying for a License

Online Portal through Accela Citizen Access (ACA)

Visit: https://aca.rochestermn.gov/citizenaccess/

Become a Registered User (if not already)

To apply for a license you will need to become a Registered User; if you are already a Registered User you can use your existing login information.
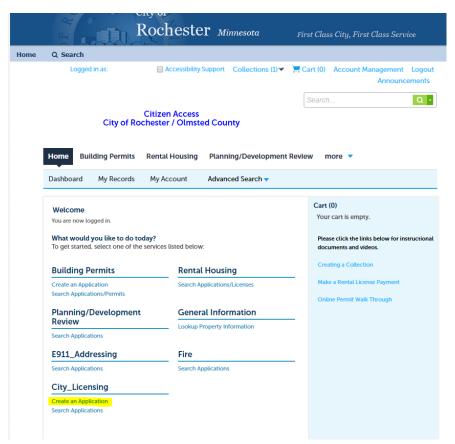

After you register and get logged in you will see your user dashboard. Click Home at the top of the page.
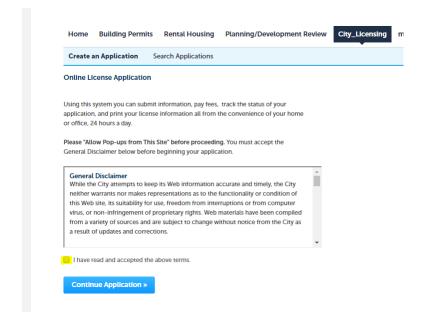
Start An Application

Click Create an Application under the City_Licensing module listed below.
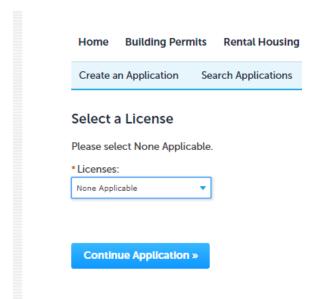

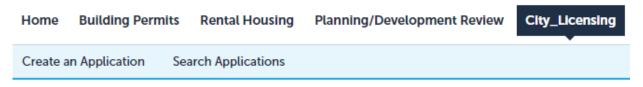Read the disclaimer and Accept to continue.

If this is not the next screen you see please move to the next section.
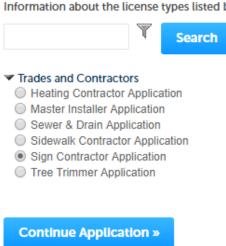If you are a contractor and have previously become a registered user, you do not need to select a License. You should leave this as None Applicable.

Select the License you are Applying For. For this example we selected Sign Contractor Application.
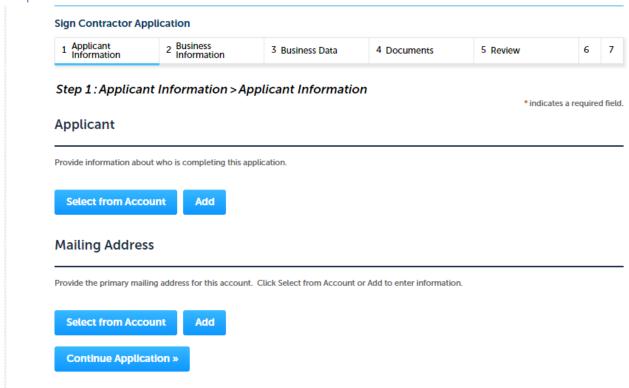
Step 1: Enter Contact Information.

Sign Contractor Application

| 1 Applicant Information | 2 Business Information | 3 Business Data | 4 Documents | 5 Review | 6 | 7 |

Step 1 : Applicant Information > Applicant Information

indicates a required field.

Applicant

Provide information about who is completing this application.

[Select from Account] [Add]

Mailing Address

Provide the primary mailing address for this account. Click Select from Account or Add to enter information.

[Select from Account] [Add]

[Continue Application »]

From here you will follow the directions for each contact type. The Applicant is the person who is completing the application online. This is generally the registered user who is logged in, and you can use the Select from Account button to autofill from your user account. If for some reason the person filling out the application is not the registered user, click the Add button to enter new information. Once information is entered, click the edit button to review and update any information.

Mailing Address is where you enter the mailing address for the account. If that is the registered user address, you can use the Select from Account button. If not, click Add to enter new information.

Applicant Example:

Contact Information

| *First: | *Last: | *Preferred Channel: |
| John | Smith | Email ▼ |

| Primary Phone: | Alternate Phone: | Mobile Phone: |
| 507-111-2222 | 507-222-3333 | 507-333-4444 |

E-mail:

jsmith@rochester.com

[Continue] [Clear] Discard Changes

Once the contact information is entered click the Continue Application button.

Sign Contractor Application

| 1 Applicant Information | 2 Business Information | 3 Business Data | 4 Documents |

Step 1 : Applicant Information > Applicant Information

Applicant

Provide information about who is completing this application.

✔ **Contact added successfully.**

jsmith@rochester.com
Primary Phone:507-111-2222
Mobile Phone:507-333-4444
Alternate Phone: 507-222-3333
Preferred Channel: Email
Edit   Remove

Mailing Address

Provide the primary mailing address for this account. Click Select from Account or Add to enter information.

✔ **Contact added successfully.**

111 2nd St SE Rochester MN 55904

Primary Phone:
Mobile Phone:
Alternate Phone:
Preferred Channel:
Edit   Remove

Continue Application »

The next page is the License Holder information.

The License Holder information requires entering the primary contact information for the license. This includes the name of the person who is the primary contact, as well as the email that should be used for sending information about the license, and the primary contact phone numbers. This information may often be the same as the information for the person filling out the application, but can be different, depending upon how your business is set up.

On this screen you also need to provide your Federal and State tax ID numbers. This information is required. If you are a business, the numbers should be the business' federal and state tax ID numbers. If

the license is for an individual, or you are a sole proprietor and do not have business tax IDs, your social security number is your federal tax ID. If you do not have a state tax ID, enter '0' in that blank.

Under Detail Information, enter your legal Business Name and any trade name/doing business as (DBA) information. You can use the helper Question Marks for information on these fields. If this license is for an individual, but you will be using it working for a business, like a master installer license, enter the information for the business you will be working for here.

Detail Information

Please provide information about the entity to be licensed.

*Legal Business Name: ⑦   **DBA (If different than legal name):** ⑦

Testing Signs

Next you need to enter the address information for the business. If you are in Olmsted County you can search for your address by entering part of it, or you can enter the complete address.

Address

Please enter the business address.

Street No.:	Street Name:	Direction:	Street Type:	Unit Type:	Unit No.:
111	2	SE ▼	ST ▼	--Select-- ▼	

City:	State:	Zip:
Rochester	MN ▼	55904-

Search   **Clear**

Step 2: Enter the License Details

The information required in this section will vary depending upon the type of license. The screen shot below shows the information required on every business license type.

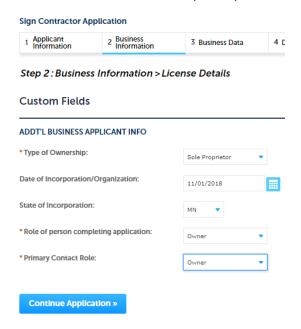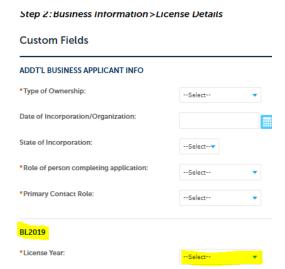This part asks for additional business applicant information, and requires you to provide details about how your business is owned and legally organized, as well as providing information about the role of the person who is completing the information and provided their information in step 1 under the applicant info, as well as the role of the primary contact identified in license holder section.

Sign Contractor Application

1 Applicant Information	2 Business Information	3 Business Data	4 □

Step 2 : Business Information > License Details

Custom Fields

ADDT'L BUSINESS APPLICANT INFO

* Type of Ownership: Sole Proprietor ▼

Date of Incorporation/Organization: 11/01/2018 🗓

State of Incorporation: MN ▼

* Role of person completing application: Owner ▼

* Primary Contact Role: Owner ▼

Continue Application »

You will also select in this step what calendar year you are applying for. If this is a renewal, select 2019. If you are applying for a license for the first time, you need to indicate if you are applying for the remainder of this year or for the next calendar year.

Step 2 : Business Information > License Details

Custom Fields

ADDT'L BUSINESS APPLICANT INFO

* Type of Ownership: --Select-- ▼

Date of Incorporation/Organization: [   ] 🗓

State of Incorporation: --Select-- ▼

* Role of person completing application: --Select-- ▼

* Primary Contact Role: --Select-- ▼

BL2019

* License Year: --Select-- ▼

Depending upon the license type, there may be additional questions to be completed in this step.
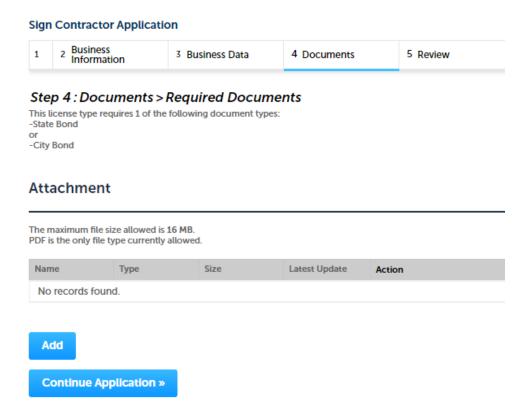
Step 3

Provide information about any workers compensation insurance in this step. First answer if you are exempt from having to have Workers Compensation insurance. If so, select yes and then select the reason. If not, you will need to enter your Workers Compensation policy information in this step, and upload proof of insurance in the next step.
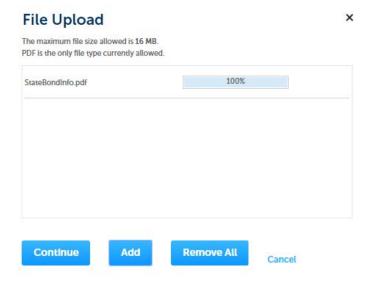
Sign Contractor Application

1 Applicant Information	2 Business Information	3 Business Data	4 Docume

Step 3 : Business Data > Workers Comp Insurance

Custom Fields

WORKER'S COMPENSATION INS

* Workers' Compensation Exempt: ○ Yes ○ No

Workers' Compensation Company: [   ]

Policy Number: [   ]

Dates of Coverage: [   ]

I certify that I am not required to carry workers' compensation insurance because: I am self-insured.:   ☐

I am the sole proprietor and I have no employees.:   ☐

I have no employees who are covered by workers' compensation law. Only employees who are specifically exempted by statue are not covered by worker's compensation law. These include spouse, parents, and children regardless of age. All other workers whose work is controllable by the employer must be covered.:   ☐

Continue Application »
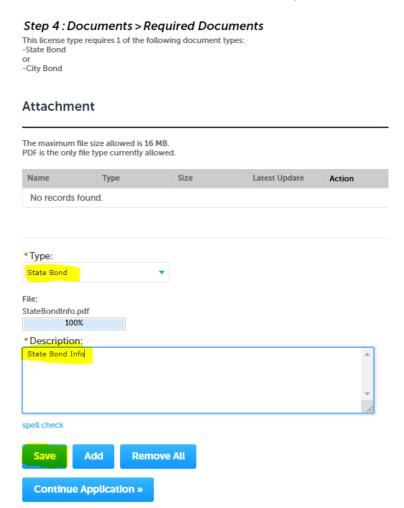
Step 4: Upload required documents.

Each license type has a different set of required documents. Please review the requirements for your license type to ensure you know what is needed, as required documents must be uploaded before you can submit your application. If necessary, you can save your application, and return to it to add additional information or documents at a later time.

Sign Contractor Application

1	2 Business Information	3 Business Data	4 Documents	5 Review

Step 4 : Documents > Required Documents

This license type requires 1 of the following document types:
-State Bond
or
-City Bond

Attachment

The maximum file size allowed is 16 MB.
PDF is the only file type currently allowed.

Name	Type	Size	Latest Update	Action
No records found.				

Add

Continue Application »

To upload documents click Add.   A box will pop up for you to select your file. Click Add again and you can search for your document. Once you have selected the document click Continue.

File Upload   ✕

The maximum file size allowed is 16 MB.
PDF is the only file type currently allowed.

StateBondInfo.pdf	100%

Continue   **Add**   **Remove All**   Cancel

The screen will come back to the Attachment Step.

Step 4 : Documents > Required Documents

This license type requires 1 of the following document types:
-State Bond
or
-City Bond

Attachment

The maximum file size allowed is 16 MB.
PDF is the only file type currently allowed.

Name	Type	Size	Latest Update	Action
No records found.				

*Type:

State Bond

File:
StateBondInfo.pdf

100%

*Description:

State Bond Info

spell check

[Save] [Add] [Remove All]

[Continue Application »]

Select the Type of attachment it is and then give a brief Description and then click Save. You will need to do this for each document type that is required to be uploaded. Once you have all the documents ready you can Continue Application.

Step 5: Review your information that was entered.
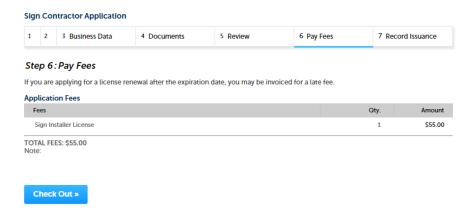Scroll down to check all information.

In the bottom window you will want to scroll down to see the whole verification. For some types there is extra information in links at the bottom of this window.

Once you have read the verification information Check the box to agree to the above and Click Continue Application to pay fees.

Step 6: Pay Fees

This is the list of the fees that will be paid to submit your application and the last step before you start payment for your application.

Sign Contractor Application

1	2	3 Business Data	4 Documents	5 Review	6 Pay Fees	7 Record Issuance

Step 6: Pay Fees

If you are applying for a license renewal after the expiration date, you may be invoiced for a late fee.

Application Fees

Fees	Qty.	Amount
Sign Installer License	1	$55.00

TOTAL FEES: $55.00
Note:

Check Out »

Step 1 of your application fee payment.

In the Shopping Cart screens

Cart

1 Select item to pay	2 Payment information	3 Receipt/Record issuance

Step 1: Select item to pay

Click on the arrow in front of a row to display additional information. Items can be saved for a future checkout by clickin later link.

PAY NOW

111 SE 2 ST, Rochester MN 55904
1 Application(s) | $55.00
▶ Sign Contractor Application   Total due: $55.00
   18TMP-000582

Total amount to be paid: $55.00
Note: This does not include additional fees which may be assessed later.

Checkout »   **Edit Cart »**   **Continue Shopping »**

At this time you can Click Checkout to pay for fee for submitting this license application.

Note: (Edit Cart Button) you can edit your Cart if you have more than 1 fee listed you are paying and don't want to pay a certain fee at this point. (An Example might be Building Safety or Rental Fees since this is the same website they use.) You can remove the fee for the application, but the application will not be accepted without the fee paid and your application will not be submitted.

        (Continue Shopping Button) you can Click Continue Shopping if you have another license application you would like to submit. Then pay for both when you are done applying for licenses. The current application will stay in your cart while you start everything over and create another application.

Step 2 of Payment Screen.

Step 2 : Payment information

Currently the only available payment type is debit/credit card.
    •Credit/Debit Card

Payment Options

Amount to be charged: $55.00

◉ Pay with Credit Card

Credit Card Information:

* Card Type: * Card Number: * Security Code: ⑦

[--Select-- ▾]   [   ]   [   ]

* Name on Card: * Exp. Date:

[   ]   01▾   2018▾

Credit Card Holder Information:

☐ Auto-fill with   [Jessica Tabor▾]

Country:

[United States   ▾]

* Street Address:

[   ]

* City: * State: * Zip:

[   ]   [--Select--▾]   [   ]

* Phone:

[   ]

E-mail:

[   ]

[Submit Payment »]

Enter your credit card information. You can check the Auto-fill with your registered user information below to use that address, phone number, and email.

Step 3 of Payment Screen

| 1 Select item to pay | 2 Payment information | 3 Receipt/Record issuance |

Step 3 : Receipt/Record issuance

Success

✓ Thank you for your submission or payment.
For Building Permits you will receive an email with further instructions.
For Rental Payments you can now call Building Safety 507-328-2600 and schedule your inspection.
For City Licensing you will receive an email with updates to your license application.

111 SE 2 ST, Rochester MN 55904

00029A

Once you have reach this page, your Application is successfully submitted and you will receive 2 emails with your application information and your receipt for your payment. The number below like the example "00029A" is the application number. This is a link to look at the application information and that number is what will be used to reference your application for your license.

If additional information is needed staff will reach out to you to help get that information for your license.

Once your license has been Issued you will receive another email with your license and information.

If you have additional questions please email licenses@rochestermn.gov anytime or call (507) 328-2900, Monday – Friday from 8 a.m. until 5 p.m.