

ROCHESTER

Minnesota

Office of the City Clerk

Renewing Your License for 2021

1. Once you have a Citizen Access Account [[Instructions for Creating a New Account](#)], navigate to <https://aca.rochestermn.gov/citizenaccess/> to open the Citizen Access Log-in Page.
 - a. If you have an email address associated with your license., please use this email to create your account.
2. Enter your username and password and click Login:

Welcome to the Citizen Portal

We are pleased to offer our citizens, businesses, and visitors access to government information online, 24 hours a day, 7 days a week.

Access to these services is available by two methods:

- Unregistered (or anonymous) user
 - Search and view records
- Registered user
 - Search and view records
 - Allow access to creating Collection of your Permits
 - Pay Rental Housing Licenses
 - Schedule Building Inspections

Registration is free and easy. [Register](#) and create a user account or click on the "Register for an Account" link above.

[Need Help?](#)
[FAQ's](#)
[Citizen Access Videos](#)

Login

Remember me on this computer
I've forgotten my password
New Users: [Register for an Account](#)

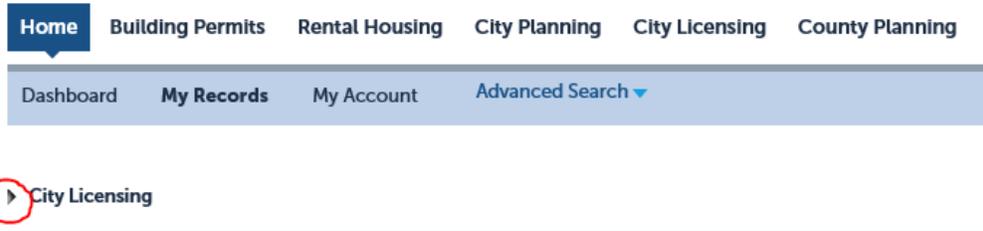
3. Click "My Records" under the Home Tab:

Home Building Permits Rental Housing City Planning City Licensing County Planning

Dashboard **My Records** My Account Advanced Search ▼

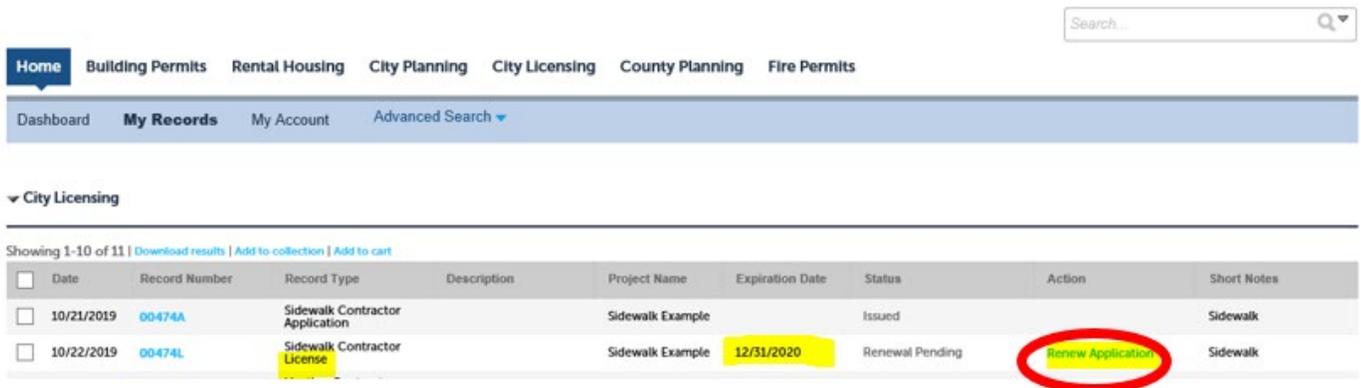
Hello, [REDACTED]

- Click the drop down next to "City Licensing":



NOTE: If you do not see your license under City Licensing, call the City Clerk’s Office at 328-2900.

- Click "Renew Application" next to your License record:



- Click "Edit" to verify or change all information about the Applicant (the person completing this application):

Sign Contractor Renewal

1 Applicant Information	2 Business Information	3 Business Data
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Step 1: Applicant Information > Applicant Information

Applicant

Please select edit to provide information about who is completing this application.

✓ Contact updated successfully.

tamundson@rochester.mn.gov
 Primary Phone: 646-464-6464
 Mobile Phone: 646-464-6464
 Alternate Phone: 646-464-6464
 Preferred Channel: Email
[Edit](#) [Remove](#)

7. Click "Continue Application":



8. Click "Edit" to verify or change all information about the License Holder (the person responsible for this license):

1 Applicant Information	2 Business Information	:
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Step 1: Applicant Information > License Holder

License Holder

9. Verify information on each page until you reach "Required Documents" (**Note this step could be a different number from the below example depending on your license type*):

1	2 Business Information	3 Business Data	4 Documents
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Step 4: Documents > Required Documents

10. Click Add to upload the required documents listed in the Documents Section. Required Documents vary depending on your license type:

Attachment

The maximum file size allowed is 40 MB.
PDF is the only file type currently allowed.

Name	Type	Size
No records found.		



11. Click "Continue Application":



12. Complete a final review of the application in "Review" (**This may also be a different number than the below example depending on your license type*):

Step 5: Review

A blue rectangular button with white text that reads "Continue Application »".

Please review all information below. Click the "Edit" buttons to make changes to sections or "Continue Application"

Record Type

13. Read the Notification and check the box if you agree:

Notice of Collection of Private Data

The information collected and required as part of a license application is voluntary. It is not legally required to provide requested data, however Social Security Numbers and Birth Dates are classified as private data for license eligibility, and to administer and manage the licensing program.

Disclosure of Social Security Number (or individual Tax ID Number) pursuant to 270C.72, and may be requested by and released to the Minnesota Commissioner of Public Safety pursuant to the Government Data Practices Act, Minnesota Statutes, and also have the right to be told the contents and meaning of the data.

Notice of Ability to Sign up for Electronic Notifications of Proposed

As an applicant for a business license or renewal of an existing business license, you have the right to receive electronic notifications of proposed actions by the Minnesota Commissioner of Public Safety.

By checking this box, I agree to the above certification.

14. Click "Continue Application":



15. Click Checkout to pay all associated fees with a credit card (*Note: if you do not wish to pay with a credit card, then you are not able to use the online portal for your renewal*). Fees vary by license.

Home Building Permits Rental Housing City Planning **City Licensing** County Planning Fire Permits

Create an Application Search Applications

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
Heating Contractor	1	\$112.00

TOTAL FEES: \$112.00
Note: This does not include additional fees which may be assessed later.

Check Out »

16. Check your email for submission confirmation. If you have any trouble, please contact the City Clerk’s Office: licenses@rochestermn.gov or 507-328-2900.