



Online License Information

***EXISTING USERS GO TO
PAGE 10 FOR RENEWAL
PROCESS***

REGISTER AN ACCOUNT
PG. 3

ACCOUNT MANAGEMENT
PG. 7

RENEWAL PROCESS
PG. 10

[Toledo.oh.gov/permits](https://toledo.oh.gov/permits)

Citizen Access

You can reach the website a few different ways.

- [Toledo.oh.gov/permits](http://toledo.oh.gov/permits)

or

- <http://toledo.oh.gov> ~Navigate to Building Inspection under 'Services' then click on "ONLINE PERMITS AND LICENSES"

Register an Account

You must register for an account prior to renewing your license.

The screenshot displays the City of Toledo Citizen Portal. At the top, there is a banner with the City of Toledo logo and a city skyline. Below the banner, there are navigation tabs for 'Home' and 'Building'. A 'Register for an Account | Login' link is visible in the top right corner. The main content area features a 'Welcome to the new City of Toledo Citizen Portal' message, followed by a paragraph explaining the portal's services and a requirement to register for an account. Below this, a 'SUPPORTED BROWSERS:' section lists: MICROSOFT INTERNET EXPLORER 10 or 11, GOOGLE CHROME 37, FIREFOX 32, SAFARI 6 in Mac OS x 10.8, and OPERA 24. On the right side, there is a 'Login' form with fields for 'User Name or E-mail:' and 'Password:', a 'Login' button, a 'Remember me on this computer' checkbox, and links for 'I've forgotten my password' and 'New Users? Register for an Account'. A red oval highlights the login form, and a blue arrow points from the browser list to the login form.

Register for an Account | Login

Home Building

Welcome to the new City of Toledo Citizen Portal
The City of Toledo is pleased to offer to the citizens, businesses, and visitors access to the permitting and inspections' services, provided 24 hours a day, 7 days a week. The City is fulfilling its promise to enhance its current e-government services and provide a new interactive and convenient method to view and apply for permits, schedule inspections and obtain inspection results.
In order to apply for a permit or request inspections, you must register and create a user account. No registration is required in order to view information regarding permits and inspections.

SUPPORTED BROWSERS:
MICROSOFT INTERNET EXPLORER 10 or 11
GOOGLE CHROME 37
FIREFOX 32
SAFARI 6 in Mac OS x 10.8
OPERA 24

Login
User Name or E-mail:
Password:
Login
 Remember me on this computer
[I've forgotten my password](#)
[New Users? Register for an Account](#)

Register an Account

After reading General Disclaimer—check the box indicating you have read the disclaimer

Please review and accept the terms below to proceed.

General Disclaimer

While the City of Toledo attempts to keep its Web information accurate and timely, the City neither warrants nor makes representations as to the functionality or condition of this Web site, its suitability for use, freedom from interruptions or from computer virus, or non-infringement of proprietary rights. Web materials have been compiled from a variety of sources and are subject to change without notice from the City as a result of updates and corrections.

All trademarks and service marks contained in or displayed on this Web site are the

I have read and accepted the above terms.

Register an Account

Fill out this form with your information.

then select “Add New”

Account Registration Step 2: Enter/Confirm Your Account Information

Login Information

* User Name: 

* E-mail Address:

* Password: 

* Type Password Again:

* Enter Security Question: 

* Answer: 

Contact Information

Choose how to fill in your contact information.



Register an Account

After filling out the account information, you must select “*Add New*” under Contact Information

Choose either “Individual” or “Organization” depending on your account

After you finish registering, you will then be able to log in using your new account Username and Password



The screenshot shows a form titled "Select Contact Type". It features a dropdown menu labeled "* Type:" with the following options: "--Select--", "Individual", and "Organization". Below the dropdown are two buttons: "Continue" and "Discard Changes".

Account Management

- This is where you can add/modify your license(s). Your License MUST be added prior to license renewal.

Logged in as: TEST FULL NAME | [Collections \(0\)](#) | [Cart \(0\)](#) | [Account Management](#) | [Logout](#)

Portal TEST FULL NAME | [Cart \(0\)](#)

License Information [Add a License](#)

You may add professional license(s) to your public user account by clicking the Add a License button. Your professional license(s) may need to be validated by the agency before you can use it.

Showing 1-1 of 1 | [Download results](#)

<u>State License #</u>	<u>License Type</u>	<u>Issued On</u>	<u>Expired Date</u>	<u>Status</u>	<u>Action</u>	<u>Country</u>
BTR00451ELCGEN	Electrical Contractor	05/10/2005	04/27/2017	Approved	Actions ▼	

Account Management

You find your license using the Toledo Registration Number

Updating Your Account: Adding a License:

By adding a professional license you may gain access to additional features in the Citizen Portal. Select a license type and enter a license number to look up your license. Your license must be valid and active to be added to your citizen account. If your license does not display, contact the Agency.

In certain circumstances, such as license-right by proxy through an employer, even after identifying your license(s), an Agency employee must perform additional validation. In these cases, **your access to certain features of the Citizen Portal will be limited pending approval.**

* indicates a required field.

License Information

* License Type: * Toledo Registration Number:

If you cannot find your license, please call 419-245-1220

Account Management

After you find your license, select 'Connect'

Adding a License:

License Information

To continue registration, connect your license.

Showing 1-1 of 1

<u>Registration Number</u>	<u>Type</u>	<u>Name</u>	<u>Action</u>
BTR9999999ELCGEN	Electrical Contractor	TEST FIRST TEST MIDDLE TEST LAST	Connect

[Search Again »](#)

Renewal Process

2020 license – Failed to renew

You are still able to renew your 2020 license until December 31, 2020. However, a late fee is required. Journeyman late fee is \$50.00 and must be included with your payment. For contractor late fees, please contact our office if needed.

Payments cannot be made online. They can be mailed or use drop box in lobby (see above).

2020 renewal + late fee must be paid before 2021 license can be renewed.

Failure to renew

Any license not renewed in the appropriate time frame, requires a new application, payment and exam requirements.

Renewal Process

Once you are logged in, navigate to the Licenses tab at the top of the page.

IMPORTANT INFORMATION: If you cannot see your license below, please go back to the 'Account Management' section.



Welcome to the City of Toledo Citizen Portal TEST FULL NAME

You are now logged in.

What would you like to do today?

To get started, select one of the services listed below:

Renewal Process

Click 'Renew license' button under the 'Action' Column

Home Building Licenses

[Search Licenses](#)

Licenses

Showing 1-1 of 1 | [Download results](#) | [Add to collection](#) | [Add to cart](#)

<input type="checkbox"/>	<u>Date</u>	<u>License Number</u>	<u>Record Type</u>	<u>Description</u>	<u>Action</u>	<u>Status</u>	<u>Project Name</u>	<u>Expi</u>
<input type="checkbox"/>	12/17/2016	ELCGEN-16-00500	Electrical Contractor License		Renew License Amendment	About to Expire	TEST BUSINESS	12/3

Renewal Process

The license applicant is the first section.

Please make sure the information is accurate.

HVAC Apprentice Renewal



Step 1: Applicant > Applicant Information

* indicates a required field.

License Applicant

To add a new contact, click the Add Contact link. To edit a contact, click the Edit link.

test test

james.schmitt@toledo.oh.gov

Home phone:4192451246

Mobile Phone:

Work Phone:

Fax:

[Edit](#)

[Continue Application »](#)

Renewal Process

Click Continue Application

The next step is the Review Tab.

- This is to double check the information is accurate

HVAC Apprentice Renewal



Step 2: Review

[Continue Application »](#)

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

Record Type

HVAC Apprentice Renewal

License Applicant

[Edit](#)

test test
add 1
TOLEDO, OH, 43604

Home Phone:4192451246
E-mail:james.schmitt@toledo.oh.gov

[Continue Application »](#)

Payment Information

- The Pay fees tab is where you can either 'Check Out' or 'Continue Shopping' ...
- Continue Shopping is for when the license holder has several licenses to renew and wants to pay for it all at once.
- When you select 'Check Out' there is a delay with going to the 3rd party website to complete payment.
- When check out you can pay using either credit card (2.95% surcharge) or electronic check flat (\$1 surcharge)