

# How to Renew Contractors License

1. Login to your Citizenserve account that you have your license through.

<https://www.citizenserve.com/gardencity>

## MY ACCOUNT

Home / My Account

 View my requests

 Update my information

 Logout

 Make a payment

Welcome to your online account Neighborhood Development Services!

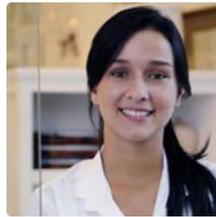
You can review your submittals, pay fees or submit new requests through our online services listed below. If you have any questions please view the [Contact Page](#) for departmental contact information.

### Online Services:



#### PERMITTING

Learn when a permit is needed, submittal requirements and apply online.



#### LICENSING

Learn when you need a license, submittal requirements and apply online.

[APPLY FOR A LICENSE →](#)  
[GO TO LICENSING →](#)



#### DEVELOPMENT PROJECTS

Learn when you need to go through planning and zoning and apply online..

[APPLY FOR A PERMIT →](#)  
[LEARN MORE ABOUT DEVELOPMENT PROJECTS →](#)

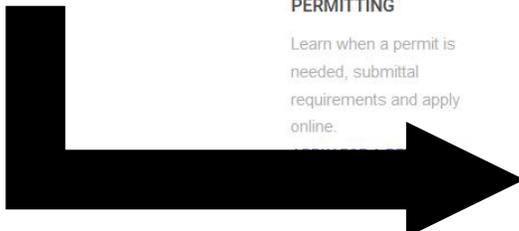


#### CODE VIOLATIONS

Want to report weeds, motor vehicle nuisances, or other code enforcement violations in your neighborhood?

[SUBMIT A COMPLAINT →](#)

2. Click “Go to licensing” under the online service that you need:



## CONTRACTOR LICENSES

Home / Services / Contractor Licenses

Do you need a license?

 Submittal requirements

 Apply online

 View your licenses

 **Renew your license**

 Search for a license

[Learn about when you need a license, what information you'll need, and how to apply.](#)

Use our online portal to apply for a business license. Learn when you need a license, submittal requirements, apply online, pay license fees, and view the status of your license application all from your home, office or mobile device..

### Getting Started is Easy

1.

#### Learn

Learn when you need to apply for a contractor license and the licensing process.

3. Select “Renew your license” on the left-hand side.

**RENEW MY LICENSE**  
Home / Services / Contractor Licenses / View Licenses / Renew my license

Indicates a required field

License #: [REDACTED]  
 Name: [REDACTED]  
 Address: [REDACTED]  
 License Type: [REDACTED]  
 Sub Type: [REDACTED]

**APPLICANT INFORMATION**

Email: [REDACTED]  
 First Name: [REDACTED]  
 Last Name: [REDACTED]  
 Home Address: [REDACTED]  
 City, State, Zip: [REDACTED] [REDACTED] [REDACTED]  
 Business Name: [REDACTED]  
 Company Address: [REDACTED]  
 City, State, Zip: [REDACTED] [REDACTED] [REDACTED]  
 Primary Phone: [REDACTED]  
 Home Phone: [REDACTED]  
 Cell Phone: [REDACTED]  
 Work Phone: [REDACTED]  
 Fax: [REDACTED]  
 Liability Expiration Date: [REDACTED]

Application Type: Renewal

**LICENSE INFORMATION**

SSR or Federal ID#: [REDACTED]  
 Business ID: [REDACTED]

List of employees authorized to pull permits:

Person 1: [REDACTED]  
 Person 2: [REDACTED]  
 Person 3: [REDACTED]

**DOCUMENTS**

Attach a list debts outstanding and payable to subcontractors which have resulted in any Liens, encumbrances or lawsuits filed against your company:

Attach a list any lawsuits engaged in with property owners for service rendered or performed by your company:

Certificate of Insurance with the City of Garden City listed as certificate holder in the amount of \$500,000 (minimum) general liability: [REDACTED]

Liability Expiration Date: [REDACTED]

Continuing Education Hours are required for anyone that passed their exam at least one (1) year prior to applying for the Garden City Contractor License CEUs required:

- Six (6) hours annually, three (3) hours must consist of code education

Kansas Flooding Registration Certificate:   
 State Flooding Certificate Expiration: [REDACTED]

THE ABOVE STATEMENTS ARE TRUE AND CORRECT TO THE BEST OF MY OR, OUR KNOWLEDGE AND BELIEF.

Name: [REDACTED]  
 Title: [REDACTED]  
 Name: [REDACTED]  
 Title: [REDACTED]  
 Signature:

**ADMINISTRATIVE USE**

Charge Renewal Fee  
 Charge Late Renewal Fee

4. The license you need to renew will come up. Review all the information, update anything that needs to be updated and upload any required documentation and then submit your renewal. Once you submit your renewal, it will go to Garden City for review.

- 5. Once the License is submitted for review you can view the status and any items required in the comments on the portal. Follow step 2 then continue to step 7.

## CONTRACTOR LICENSES

Home / Services / Contractor Licenses

Do you need a license?

[Learn about when you need a license, what information you'll need, and how to apply.](#)

Submittal requirements

Apply online

View your licenses

Renew your license

Search for a license

Use our online portal to apply for a business license. Learn when you need a license, submittal requirements, apply online, pay license fees, and view the status of your license application all from your home, office or mobile device..

Getting Started is Easy

6. Select View your Licenses

Learn

### VIEW MY LICENSES

Home / Services / Contractor Licenses / View my licenses

7. Select the license you want to view.

Permit#	Application Date	Status	Work Description	Balance Due
[REDACTED]	11/02/2022	Pending	[REDACTED]	0.00

### VIEW LICENSE

Home / Services / Contractor Licenses / View License

Upload documents

Leave message

License #: [REDACTED]  
 Status: Pending  
 Issue Date:  
 Expiration Date:  
 Name: [REDACTED]  
 Address: [REDACTED]



- 8. Select reviews then view comments or documents which will have an email that was sent with the items required.

License **Reviews** Documents Inspections

Task	Department	Start	Completion	Status
License Review	Comm Dev	11/02/22	11/03/2022	Items Required <a href="#">VIEW COMMENTS →</a>

### REVIEW COMMENTS

Home / Services / Contractor Licenses / View License / Reviews / Review Comments

Resubmit Plans

File #: [REDACTED]  
 License #: [REDACTED]  
 Address: [REDACTED]  
 Name: [REDACTED]  
 Task: License Review  
 Status: Items Required



- 9. This is where you can view the items that are still pending.

Comments Plans

**Comm Dev: Sarahi Miramontes**  
 • Pending CEU's

## MY ACCOUNT

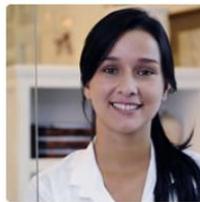
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### Online Services:



10. Once the license is approved you will be able to pay online.

## PAYMENT

Home / My Account / Make A Payment

Unselect All

Reference	Amount due	Pay this item
License# [REDACTED] [REDACTED] [REDACTED]	\$100.00	<input checked="" type="checkbox"/>
<b>Total:</b> \$100.00		

CONTINUE