

Instructions for Applying for a License/Renew my License

Please go to [Home | Citizenseve Online Portal](#). If you have not created an account, you will need to do that first.

Once logged in, please hover over SERVICES (top right on screen) and select ADMINISTRATION.

Then on the left side of the page select APPLY FOR A LICENSE (or RENEW MY LICENSE). There will be a drop-down box, please select Gas/Plumbing/HVAC Annual Requirements.

Please check the boxes for the type of work you do. Please note; if you do any gas work such as gas furnace, gas water heater, gas unit heater, gas lines, gas fireplace, etc., you must complete the GAS REQUIREMENTS.

Please complete everything requested from that point forward.