

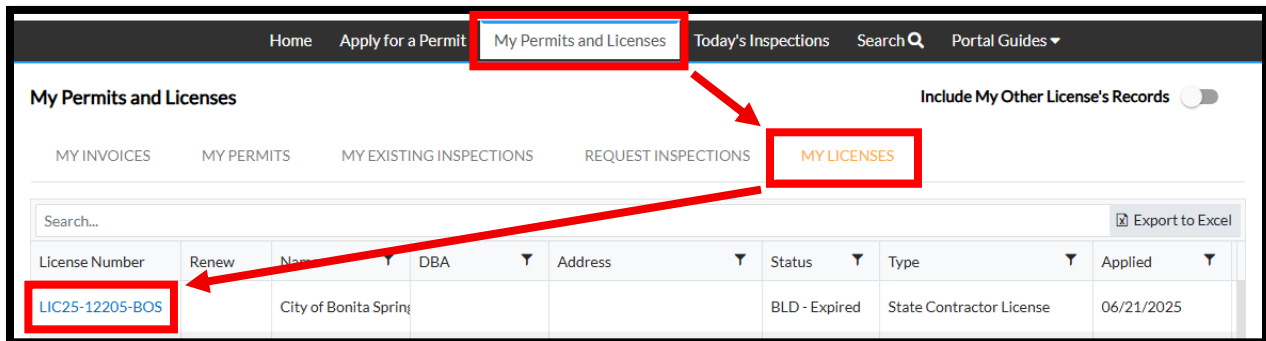
## COMMUNITY DEVELOPMENT-PERMIT PORTAL LICENSE RENEWAL GUIDE

### How to Renew a License

1. **Important:** You must be logged in **AND** have access to the license.

You can renew a license up to 60 days before the next expiration date. This applies to General Liability, Workers Compensation, or your State License—whichever expires first.

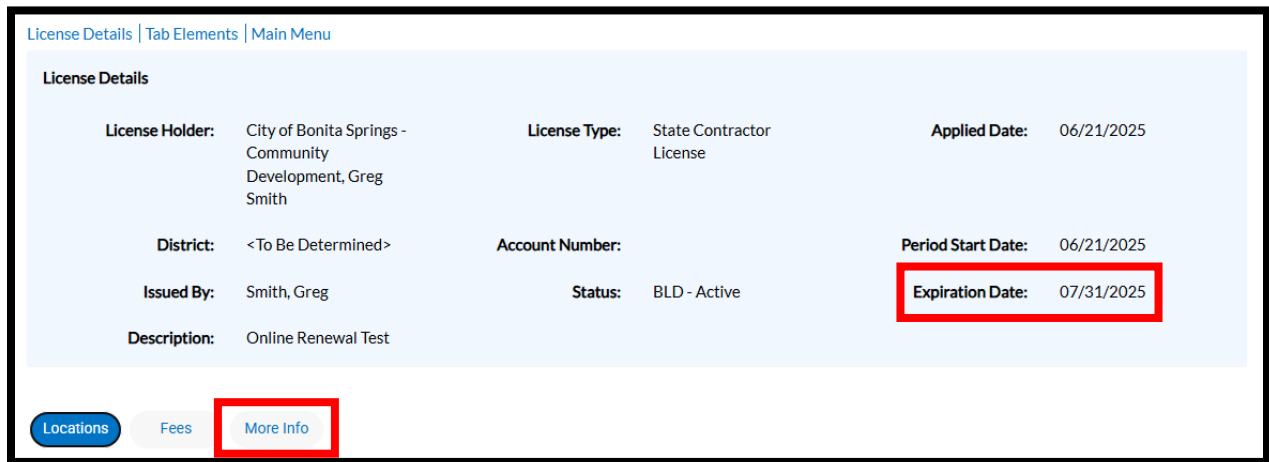
To find out which one is next, click on **“My Permits and Licenses”** then **“My Licenses”** and finally the **“License Number.”**



The screenshot shows the 'My Permits and Licenses' section of the portal. The 'MY LICENSES' tab is selected. A table lists licenses with columns for License Number, Renew, Name, DBA, Address, Status, Type, and Applied. The license number 'LIC25-12205-BOS' is highlighted in a red box. A red arrow points from the 'MY LICENSES' tab to the license number in the table.

| License Number  | Renew | Name                   | DBA | Address | Status        | Type                     | Applied    |
|-----------------|-------|------------------------|-----|---------|---------------|--------------------------|------------|
| LIC25-12205-BOS |       | City of Bonita Springs |     |         | BLD - Expired | State Contractor License | 06/21/2025 |

2. On the License Details screen, find the **Expiration Date**. To view all upcoming expiration dates, click on **“More Info.”**



The screenshot shows the 'License Details' screen. The 'Expiration Date' is highlighted in a red box. Below the details, there are buttons for 'Locations', 'Fees', and 'More Info', with 'More Info' also highlighted in a red box.

|                        |  |                        |                          |                           |            |
|------------------------|--|------------------------|--------------------------|---------------------------|------------|
| <b>License Holder:</b> | City of Bonita Springs - Community Development, Greg Smith | <b>License Type:</b>   | State Contractor License | <b>Applied Date:</b>      | 06/21/2025 |
| <b>District:</b>       | <To Be Determined>   | <b>Account Number:</b> |                          | <b>Period Start Date:</b> | 06/21/2025 |
| <b>Issued By:</b>      | Smith, Greg  | <b>Status:</b>         | BLD - Active             | <b>Expiration Date:</b>   | 07/31/2025 |
| <b>Description:</b>    | Online Renewal Test  |                        |                          |                           |            |

*(continued on next page)*

## COMMUNITY DEVELOPMENT-PERMIT PORTAL LICENSE RENEWAL GUIDE

3. In the example below, **General Liability** expires before the **State License** and **Workers Compensation**. This means the earliest you can renew your Liability Insurance is **June 1, 2025**—which is 60 days before its expiration on **July 31, 2025**.

**More Info** [Top](#) | [Main Menu](#)

|                                  |                   |
|----------------------------------|-------------------|
| License Number                   | CGC123456         |
| License Expiration Date          | 08/31/2026        |
| <b>Liability Expiration Date</b> | <b>07/31/2025</b> |
| Workers Comp Expiration Date     | 01/01/2027        |
| Workers Comp Exempt              | No                |
| Authorized Agents (max 4)        |                   |

4. If your next expiration date falls within the early renewal window—or if your license has already expired—a **Renew** button will appear on the **My Licenses** screen.

Click **“Renew”** to begin the renewal process. At this time, only **State Licenses** can be renewed.

[Home](#)   [Apply for a Permit](#)   **[My Permits and Licenses](#)**   [Today's Inspections](#)   [Search](#)   [Portal Guides](#)

**My Permits and Licenses** Include My Other License's Records

[MY INVOICES](#)   [MY PERMITS](#)   [MY EXISTING INSPECTIONS](#)   [REQUEST INSPECTIONS](#)   **[MY LICENSES](#)**

[Export to Excel](#)

| License Number  | Renew        | Name                   | DBA | Address | Status        | Type                     | Applied    |
|-----------------|--------------|------------------------|-----|---------|---------------|--------------------------|------------|
| LIC25-12205-BOS | <b>Renew</b> | City of Bonita Springs |     |         | BLD - Expired | State Contractor License | 06/21/2025 |

**Important:** In **Step 3** of the renewal process, you must upload copies of all licensing documents:

- State License or Exemption Letter
- Liability Insurance
- Workers Compensation Insurance or Exemption Letter

*(continued on next page)*

## COMMUNITY DEVELOPMENT-PERMIT PORTAL LICENSE RENEWAL GUIDE

5. Review the instructions and click “Next” on **Step 1** of the renewal process.

**LICENSE DETAILS**

The following licensing documents are required for a renewal:

- State License or Exemption Letter
- Liability Insurance
- Workers Comp Insurance or Exemption Letter

**NOTE: For Certificates of Insurance, City of Bonita Springs needs to be listed as a Certificate Holder (for notification purposes only).**

- City of Bonita Springs
- 9220 Bonita Beach Rd, Suite 111
- Bonita Springs, FL 34135

**License Type**

**Description**

**License Holder**

Next

6. Follow the instructions on **Step 2** of the renewal process then click “Next” to continue.


**If you are exempt from State Licensing:**


- Enter "Exempt" for the License Number.
- Enter "1/1/2099" for the License Expiration Date.
- Upload an Exemption Letter at the next step.


**If you are exempt from Workers Comp Licensing:**

- Enter the Exemption Expiration Date.
- Select "Yes" for Workers Comp Exempt.
- Upload an Exemption Letter at the next step.

**\*License Number**

**\*License Expiration Date**  

**\*Liability Expiration Date**  

**\*Workers Comp Expiration Date**  

**Workers Comp Exempt**

**Authorized Agents (max 4)**

Back
Next

*(continued on next page)*





## COMMUNITY DEVELOPMENT-PERMIT PORTAL LICENSE RENEWAL GUIDE

7. Follow the instructions on **Step 3** of the renewal process then click **“Next”** to continue.

**Important:** All licensing documents are required. For individuals exempt from State Licensing or Workers Compensation, an Exemption Letter **must be uploaded** in place of those documents.

For individuals exempt from State Licensing or Workers Compensation, an Exemption Letter must be uploaded in place of those documents.  
 For Certificates of Insurance, City of Bonita Springs needs to be listed as a Certificate Holder (for notification purposes only).

- City of Bonita Springs
- 9220 Bonita Beach Rd, Suite 111
- Bonita Springs, FL 34135

|  |  |  |  |
|--|--|--|--|
| <br><b>1. License</b><br><br>License.pdf<br>Size: 46.39 KB<br><br><input type="button" value="Remove"/> | <br><b>2. Liability Insurance</b><br><br>Liability Insurance.pdf<br>Size: 46.25 KB<br><br><input type="button" value="Remove"/> | <br><b>3. Workers Comp Insurance</b><br><br>Workers Comp.pdf<br>Size: 524.5 KB<br><br><input type="button" value="Remove"/> | <div style="border: 1px solid #006633; background-color: #006633; color: white; padding: 5px; text-align: center;">                 Select Type <span style="float: right;">▼</span> </div> <div style="background-color: #006633; color: white; padding: 10px; text-align: center;"> <h3>Add Attachment</h3>  <p>Supported: .pdf, .jpg, .png, .jpeg, .gif, .tiff, .doc, .docx, .xls, .xlsx, .text, .dwg, .zip, .csv, .rtf, .dxf, ...</p> </div> |
|--|--|--|--|

8. Scroll down to **Review** the renewal information then click **“Submit”** to complete the process. Click the **“Back”** button if you need to make a correction. **Please allow 2-3 business days for review.**

**Important:** When a license is renewed, a new license record is created with a new Bonita license number. The original license will be automatically voided at the end of the day.

Please note: **Your permits will not be affected** by this change.

**More Info** [Top | Main Menu](#)

|                              |            |
|------------------------------|------------|
| License Number               | CGC123456  |
| License Expiration Date      | 08/31/2026 |
| Liability Expiration Date    | 01/01/2027 |
| Workers Comp Expiration Date | 01/01/2027 |
| Workers Comp Exempt          | No         |
| Authorized Agents (max 4)    |            |

---

**Attachments**

|                                  |                         |
|----------------------------------|-------------------------|
| Liability Insurance              | Liability Insurance.pdf |
| License                          | License.pdf             |
| Workers Comp Insurance/Exemption | Workers Comp.pdf        |