

Steps to Sign Up for an Online Account and apply for a Contractor License.

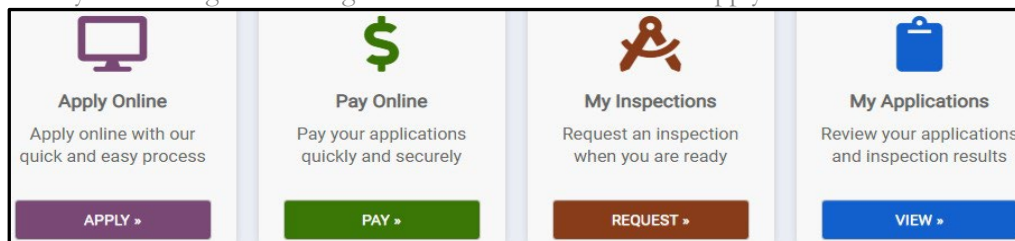
- Visit the City of Ozark website: ozarkmissouri.com, scroll down to the Quick Links at the bottom of the page, click on Permits & Licenses.
- Click on the Online Permit Portal image or the link that says “Access the Portal and submit an application here” to reach the Applications home page. Choose the  icon on the top right to begin creating an account.
- Page 1: Use a valid email address & create a password. Leave the “Access Code” box empty unless you are a contractor who has been assigned a code to manage a project.
- Page 2: Enter your contact information.
- Page 3: Review your info & the ‘Terms and Conditions’, checking the box that you agree.

Select  to create the account & prompt the verification email to be sent.

You must open your email and select “verify” before you can access the portal.

Once verified successfully, return to the “My Portal” page to find the options shown below:

****Note:** you may have to log out and log back in for the verification to apply.



Steps to Submit a Contractor License

Select the “Apply” button in the Apply online box to reach the first steps & the drop-down options.

Step 1: Category – Select Licensing Department.

Step 2: Application – Select the Contractor License.

Hit “Next” and begin adding the License information.

Step 1 – License Type: Contractor License should already be selected.

Step 2 – Doing Business As: Enter the name of the company.

Hit “Next”,

Step 3 – Site location: Enter the address for Company.

Hit “Next”,

Step 4 – License Detail: Provide as much info as possible, paying close attention to the (*) indicating fields that are required.

Step 4 – Review your license application: Check over the entered information.

Select  which will generate a window that verifies you have submitted the application, provides the license number (keep for your records & future reference), shows the status, and sends a confirmation email.

Submittal Documentation (critical for application to be complete)

This is the point in the process where you must add any required documentation for the specific license that you are submitting for.

- Applications without the necessary documentation will be considered **incomplete** and **will not be processed**.

Go to the “Submittals” to locate the blue “0 Files” link, as shown circled below. Click the link to open the corresponding upload window. Depending on your license type, not all files will need to be uploaded, please read the descriptions to understand if the document is needed for your license type. If it is not needed do not include.

Submittals

All required documents must be uploaded after submitting your application. Incomplete applications will not be processed.

- Review the “Submittals” below.
- Click the “0 Files” link next to each submittal to upload the required documents.

Submittal	Required	Received	Version	Status
Provide a certificate of insurance for workers compensation coverage or an affidavit signed by the contractor attesting that the contractor is exempt. Said affidavit shall be in the form developed by the division of workers compensation of the department of labor and industrial relations of the state of Missouri, currently known as Form WE-134 AI.	Yes		1	Pending 0 Files
If applying for an exempt electrical license provide a copy of your State of Missouri Electrical License	Yes		1	Pending 0 Files
Electricians, plumbers, gas fitters, and mechanical contractors will need to provide proof of general liability insurance in an amount greater than or equal to one-hundred thousand dollars (\$100,000.00).	Yes		1	Pending 0 Files
Electricians, plumbers, gas fitters, and mechanical contractors must provide documentation showing proof of competency - See attached link for accepted documents. Proof of Competency List (Click link to download)	Yes		1	Pending 0 Files

Click the upload button to add your files.
Comments can also be added at this time if needed.

CONLIC-000007 Contractor License

Provide a certificate of insurance for workers compensation coverage or an affidavit signed by the contractor attesting that the contractor is exempt. Said affidavit shall be in the form developed by the division of workers compensation of the department of labor and industrial relations of the state of Missouri, currently known as Form WE-134 AI.

Version	Status	Received	Deficiency Report
1	Pending		

Version 1 Pending

Submitted File	Comments	Date Received	Review Status	Markup File	Delete
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[Return To License Detail](#) [Upload](#) [Delete](#)

Hit “Begin Upload” once the document has been uploaded and comments (if needed) have been added.

TRAINING

Upload Submittal

Workers Comp Insurance Cert.pdf 0.3 MB 

Comments

[ADD FILES](#)

[BEGIN UPLOAD](#) [CANCEL](#)

You may now select “Close” & will be able to see your documents listed under the current version (example below).

Version	Status	Received	Deficiency Report
1	Pending	2/25/2025	

Version 1 Pending

Submitted File	Comments	Date Received	Review Status	Markup File	Delete
Workers Comp Insurance Cert.pdf		2/25/2025 3:32 PM	Pending		☐

Your application is now submitted for review, comments will be added to the portal if further information is needed to approve your license, and you should be notified by the system through email. If you do not receive a response in a reasonable amount of time, please feel free to contact our offices at 417-581-5976 to check status. Once the license is approved fees can be paid online and a receipt and license can be printed online.