

**Charleston County Citizens Access Portal**  
**How to Renew a Contractor's License**  
**\*\*NOTE: Internet Explorer 11 is the preferred browser\*\***

**Renewing your contractor license is only available to do so online if it is 30 days or less before the expiration date. If your license has already expired, you will need to mail in the License Renewal Form or come into the office.**

- 1. Click Prof. License and then click Search.**



- 2. Search the contractor's name or license number associated with the account you are logged in under.**

### Professional License Search

The screenshot shows the Professional License Search form. It is divided into two main sections: 'License Holder Fields' and 'License Fields'. The 'License Holder Fields' section includes input fields for First Name, Middle Name, Last Name, and Company Name. The 'License Fields' section includes input fields for License Number, Application Date, Issue Date, and Expiration Date, along with dropdown menus for License Type, Classification, and Status. A checkbox labeled 'Search My Licenses Only' is also present. At the bottom of the form are 'Clear' and 'Search' buttons. Red arrows point to the First Name, Last Name, License Number, and Search buttons.

**Note** Professional License Application Info

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- 3. Click the appropriate person, making sure the license will expire within 30 days to be open for the renewal period.**

## Search Results

License Number	License Type	Classification	Status	Application Date	Issued Date	Expiration Date	License Holder
<a href="#">LIC-006779-2016</a>	Residential Contractor	Residential Contractor	Expired	5/5/2016	5/5/2016	12/18/2017	c w, Cancel
<a href="#">2015137817</a>	General Contractor	General Contractor	Active	8/1/2015	8/1/2015	1/31/2016	william home, Home Enterprises
<a href="#">2015137817</a>	General Contractor	General Contractor	Active	8/1/2015	8/1/2015	1/31/2016	william home, Home Enterprises
<a href="#">LIC-006738-2016</a>	General Contractor	General Contractor	Expired	4/22/2016	4/22/2016	1/31/2016	william home, Home Enterprises
<a href="#">LIC-006738-2016</a>	General Contractor	General Contractor	Expired	4/22/2016	4/22/2016	1/31/2016	william home, Home Enterprises
<a href="#">LIC-006738-2016</a>	General Contractor	General Contractor	Active	4/22/2016	1/17/2017	1/31/2018	william home, Home Enterprises
<a href="#">LIC-006738-2016</a>	General Contractor	General Contractor	Active	4/22/2016	1/17/2017	1/31/2018	william home, Home Enterprises
<a href="#">LIC-006738-2016</a>	General Contractor	General Contractor	Active	4/22/2016	1/17/2017	1/31/2018	william home, Home Enterprises
<a href="#">LIC-006738-2016</a>	General Contractor	General Contractor	Active	4/22/2016	1/17/2017	1/31/2018	william home, Home Enterprises
<a href="#">LIC-006738-2016</a>	General Contractor	General Contractor	Active	4/22/2016	1/17/2017	1/31/2018	william home, Home Enterprises
<a href="#">LIC-006738-2016</a>	General Contractor	General Contractor	Active	4/22/2016	1/17/2017	1/31/2018	william home, Home Enterprises

Displaying items 1 - 10 of 12

Print Current Page    Print All Pages    New Search

4. Click the renew license button on the right hand side of the page. This will only appear if the license will expire within 30 days.

License Number: LIC-006738-2016

Subscribe    Renew License

### License Holder

First Name: william    Middle Name:    Last Name: home  
 Company Name: Home Enterprises

### License Details

Business Name: Home Enterprises    District: North Charleston    Applied Date: 4/22/2016  
 License Type: General Contractor    Issued By: Caitlin Jacobs    Issued Date: 1/17/2017  
 Classification: General Contractor    Account Number:    Expiration Date: 1/31/2018  
 Status: Active    License Year: 2017    Last Renewal Date: None  
 Description:

### Primary Address Details

Parcel :  
 Address : 4045 bridge view DR  
 north charleston , SC  
 29405-

### Contacts

Type	Company	First Name	Last Name	Billing
License Holder		WILLIAM	HORNE	Yes
Administr	RIS	Chend	Barrickman	No

Displaying items 1 - 7 of 7

5. Upload the filled out license renewal form, a copy of your current state license, and updated authorization letters. When you are finished click. "Next." To upload files, click "Select" and navigate to the documents that you want to upload. Click select again for each additional file that you want to upload. The preferred file format is PDF.

## Professional License Renewal

**License Info**

License Number: LIC-006738-2016	Account Number:
License Type: General Contractor	Classification: General Contractor
License Year: 2018	

**Business Info**

Business Name: Home Enterprises	Business Phone: (843)202-6951
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**Calculate**

Fee	Amount
License Renewal Fee	\$50.00

**Upload Attachments**

Select...

Next

**Note**  
Professional License Renewal Info

**Note**  
Attach files. Each file can not exceed 1MB. File type supported: pdf, png, jpeg, gif, tiff, doc, docx, xls, xlsx, txt

**6. You will be taken to this screen. Verify that all information is correct, and select Confirm and Renew.**

## Professional License Renewal Confirmation

**License Info**

License Number: LIC-006738-2016	Account Number:
License Type: General Contractor	Classification: General Contractor
License Year: 2018	

**Business Info**

Business Name: Home Enterprises	Business Phone: (843)202-6951
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**Calculate**

Fee	Amount
License Renewal Fee	\$50.00

**Upload Attachments**

File Name
License Renewal Form 2018.pdf
Authorization letters.pdf
Current State license.pdf

Displaying items 1 - 3 of 3

**Confirm and Renew**

**Note**  
Professional License Renewal Info

## Next Steps:

- **Your license status will be “Under Review.”**
- **Our staff will review your license information and set up an invoice for you to pay. You will be contacted when your invoice is ready.**
- **Once the payment is processed, you will be mailed (or, if you wish, pick up in office) your certificates and decals.**