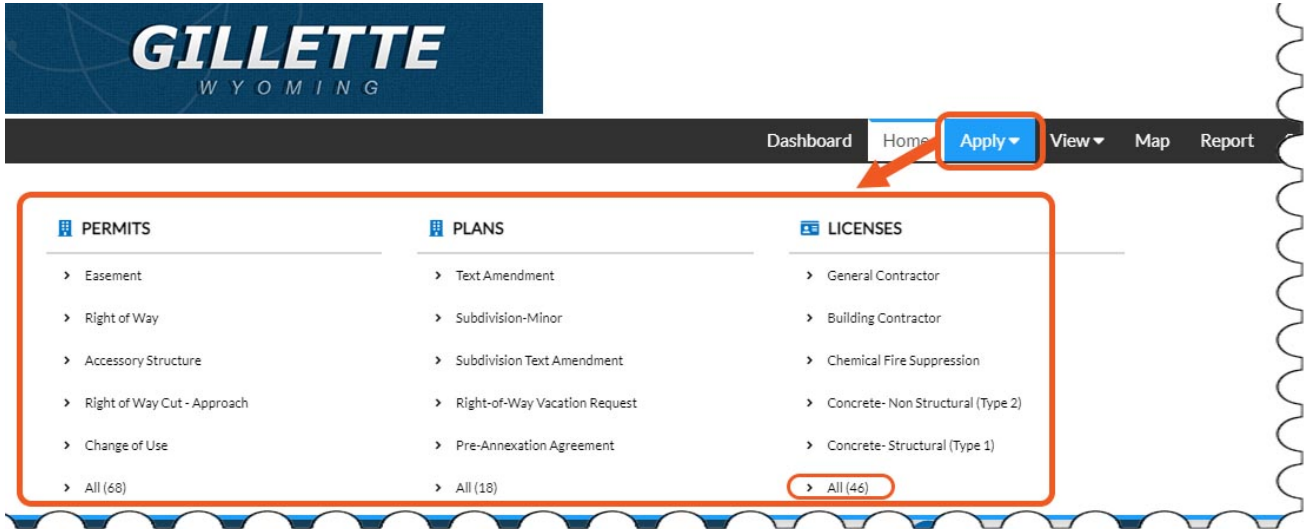# Apply for a License

Applying for a license online is convenient using CSS. This section covers the application process.

1. From the CSS home page, click **Apply** to view a list of Licenses available to be applied for online. You may select from the list if the license you want is listed or click **All** at the bottom of the list to view all available licenses.

2. By clicking **All** to view the full list of licenses, you will be taken to a page showing a list of all licenses.
3. Clicking on **Show Categories** will show a list of all license categories.
4. A search for a specific license can be done in the search bar to narrow down the type of license.
5. Start the application process for a license by clicking **Apply** to the right of the description.

Application Assistant

4

Search for application names and keywords 🔍

| 🏠 All | 📈 Trending | 👥 My History | 📇 LICENSES | 🏢 PERMITS | 🏢 PLANS |

2

3

‹ Hide Categories

━ All

━ LICENSES 46

All 46

Class C 20

Class D 4

Class F 3

Individual Trade 16

Professional License 3

➕ PERMITS 68

➕

Concrete- Non Structural (Type 2)

Category Name: Description:
Class C   Concrete- Non Structural (Type 2)

Apply

Concrete- Structural (Type 1)

Category Name: Description:
Class C   Concrete- Structural (Type 1)

Apply

5

Drywall & Plaster

Category Name: Description:
Class C   Drywall & Plaster

Apply

Elevator

Category: Description:
Class C   tor

Apply

6. Click **Add Location**. This will be for a mailing address.
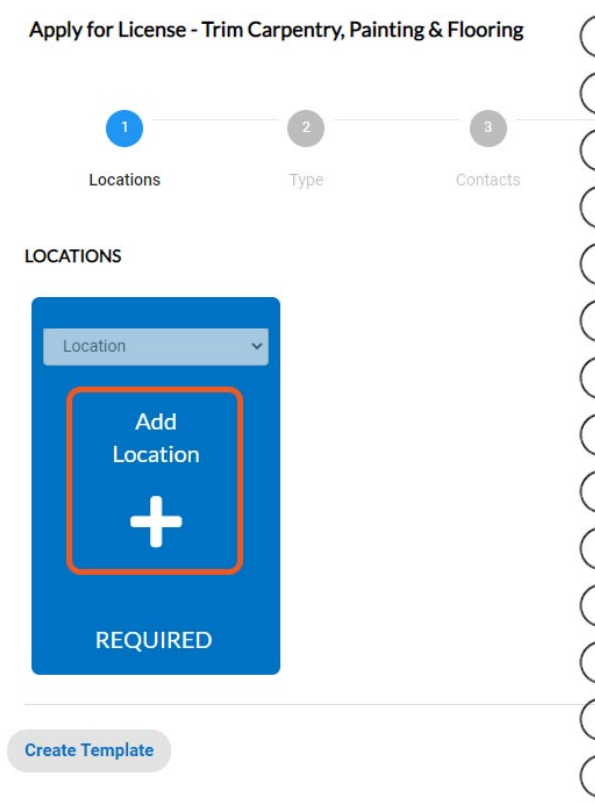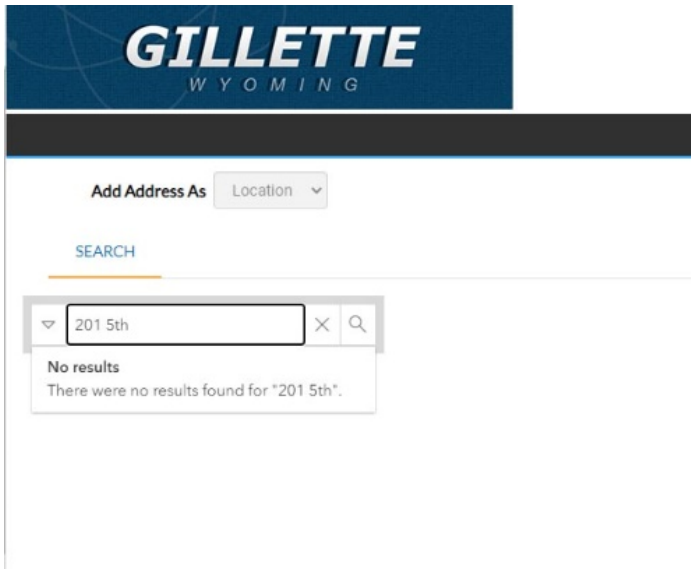

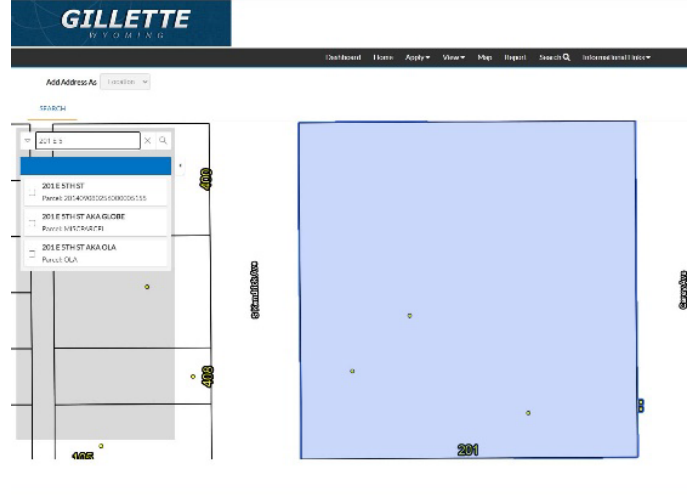7. Enter the address you would like to add, click the **Search Icon** to the right of the search bar.
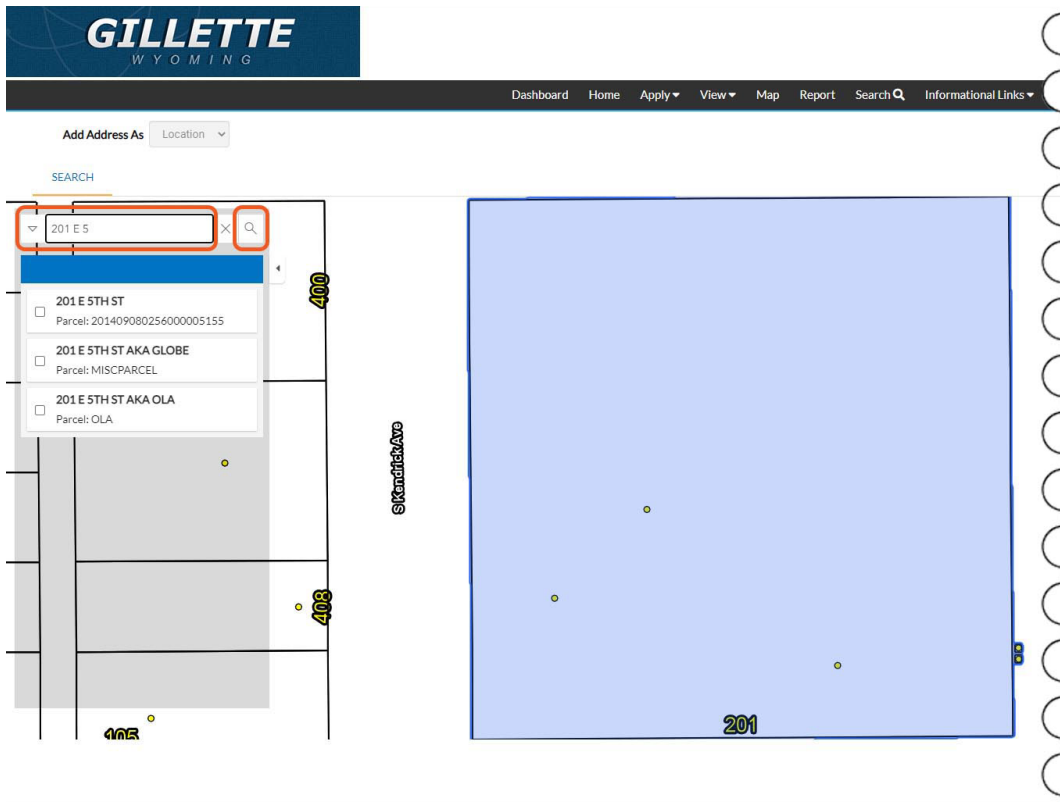
If the street name has a direction (North, South, East, West) include it in the address search.

Example of search results not using a street direction vs using a street direction:

<table>
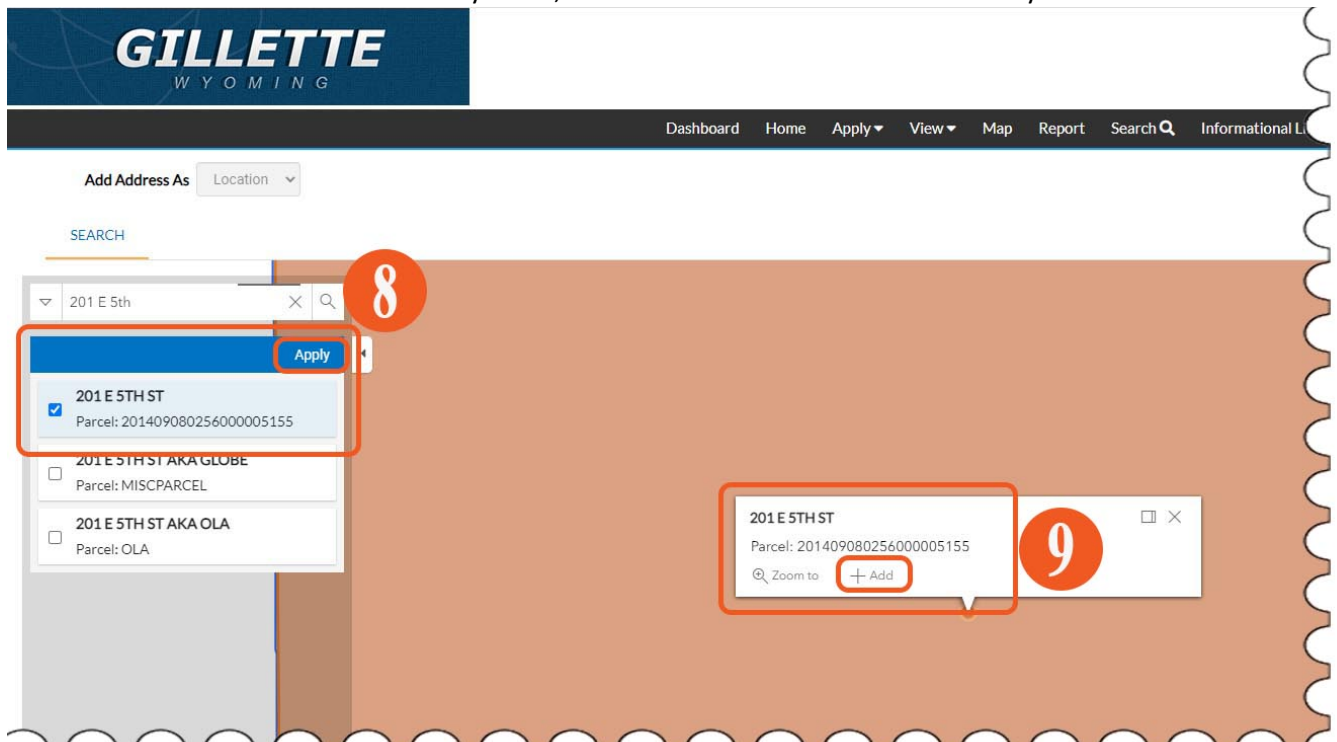<tr><td>**No Street Direction Example**</td><td>**With Street Direction Example**</td></tr>
<tr><td>

</td><td>

</td></tr>
</table>

8. Click on the address from the list of search results and then **Apply**.
9. -OR- click on the parcel on the map and then **Add**.
10. If the address is outside Gillette city limits, the address can be entered in manually.

Click **Enter Manually** from the map screen.

11. Fill in all the information then click **Save**.

Add Address As [Location ∨]

SEARCH   ENTER MANUALLY

Enter Manually

Country Type	US ∨
Enter Address	Search Addresses
*Address Line 1	
Pre Direction	∨
Address Line 2	
Street Type	∨
Post Direction	∨
Unit Or Suite	
City	
State	∨
Postal Code	
County	

➔ (Save)

12. Click **Next**.

Apply for License - Trim Carpentry, Painting & Flooring   *REQUIRED

(1) ── (2) ── (3) ── (4) ── (5) ── (6) ── (7)
Locations   Type   Contacts   More Info   Attachments   Signature   Review and Submit
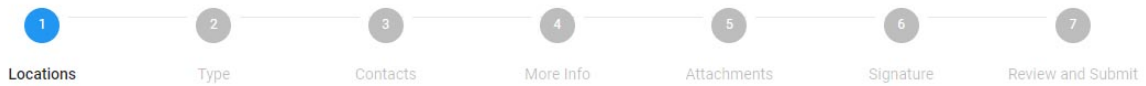
LOCATIONS

Type: Location
201 5TH ST, GILLETTE, WY

Main Address ☑
Parcel Number
201409080256000005155
Main Parcel ☑
(Remove)

(Create Template)   (Save Draft)   (Next)

13. Ensure the License Type is correct, enter a description of your license application if necessary, then click **Next.**

Apply for License - Trim Carpentry, Painting & Flooring   *REQUIRED

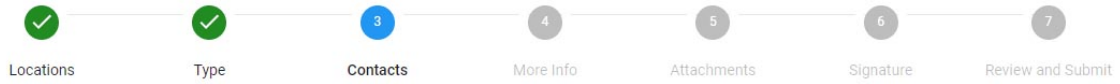✓ Locations ② Type ③ Contacts ④ More Info ⑤ Attachments ⑥ Signature ⑦ Review and Submit

LICENSE DETAILS

* License Type   Trim Carpentry, Painting & Flooring   ⌄

Description   [   ]

License Holder   John Smith

[Back] [Create Template]   [Save Draft] [Next]

14. A contractor's license requires a minimum of two Contacts added.
    For an individual/trade license, you will enter your own contact again.
    For a business the business name will be added here.
    Click **Add Contact**.

Apply for License - Trim Carpentry, Painting & Flooring   *REQUIRED

Locations ✓ — Type ✓ — Contacts (3) — More Info (4) — Attachments (5) — Signature (6) — Review and Submit (7)

CONTACTS

Applicant	Company	Applicant ▾
👤 John Smith (You) 201 E 5th St	Add Contact ➕ REQUIRED	Add Contact ➕

Back   Create Template   Save Draft   Next

15. If the search does not result in the desired contact, the contact can be added by clicking **Entered Manually**.
16. Enter the contact name or email address, then click **Search** next to the search box.
17. Click **Add** for the appropriate contact from the search results.

18. If a contact will be used multiple times for future applications, click the **Star Icon** to add it to **My Favorites** for easy access the next time the name is added.

19. If Applying for a Class C Miscellaneous License, choose the type of license, then click **Next**.

Apply for License - Framing- Stick Built Structure

✓	✓	✓	4
Locations	Type	Contacts	More Info

MORE INFO

If applying for a Class C Miscellaneous License, select the applicable Class C licsnese type:

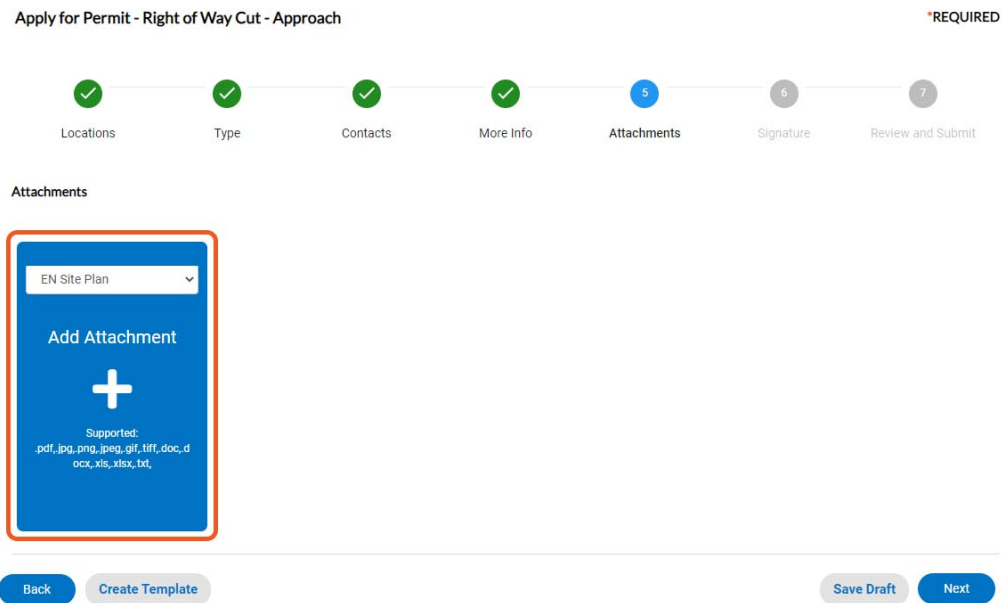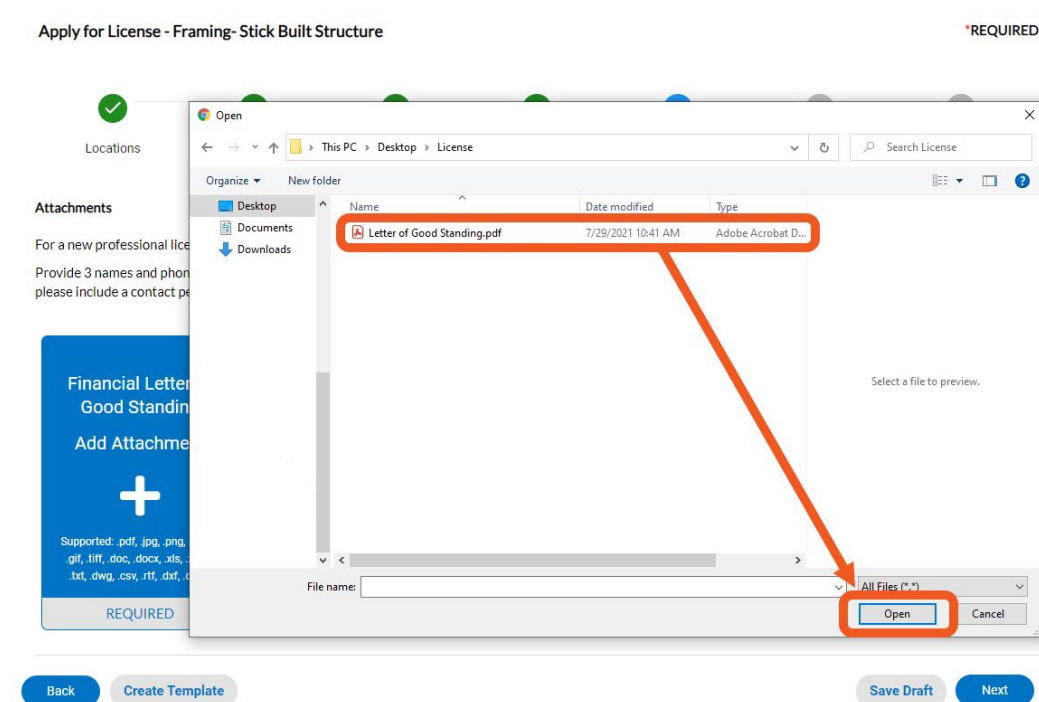|	
Abestos, Lead Paint & Mold Abatement/Remediation	☐
Acoustical Ceilings	☐
Aggregate Pier & Ground Improvement	☐
Artificial Turf	☐
Asphalt Milling	☐
Baked on Applied Coatings	☐

20. Click **Add Attachment** to add the required attachment(s)**.**

21. In File Explorer, navigate to the file you wish to upload, select it, then click **Open.**

22. For any additional attachments you want to upload, repeat step 20 and 21, then click **Next.**

23. Type your name for consent to electronically sign the application
24. Click the **Enable Type Signature** button on, then type your name again to sign the application.
25. Click **Next.**
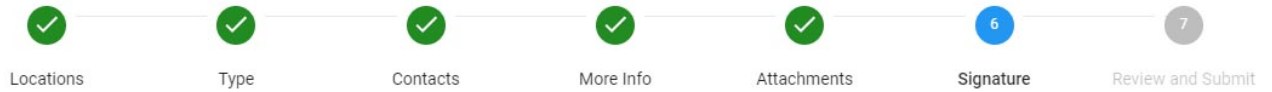
SIGNATURE

I am either an owner or full-time employee of the applicant.

I will be on each job site on a regular basis to inspect and supervise the work undertaken by the applicant.

I acknowledge that I may be the Master of Record for only one entity.

I acknowledge that I may be the Master of Record for multiple licenses held by one entity.

In the event of my resignation from the capacity of Master of Record, I will provide written notice to Building Inspection.

Notice shall include my name, the name of the entity, the capacity in which I am serving, and an effective date of my resignation.

I have read, understand, acknowledge and certify to the content.

* Please type your name as consent to electronically sign this application.   John Smith

Enable Type Signature ⬤   John Smith

X *John Smith*

Back   Create Template   Save Draft   Next

1. On the final page, ensure that all the information is correct and click **Submit** to send your license application in. If you do not want to send your application yet, you may click **Save Draft** so that you may edit and submit your license application later.

Apply for License - Framing- Stick Built Structure   *REQUIRED

Locations — Type — Contacts — More Info — Attachments — Signature — 7 Review and Submit

Submit
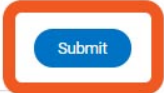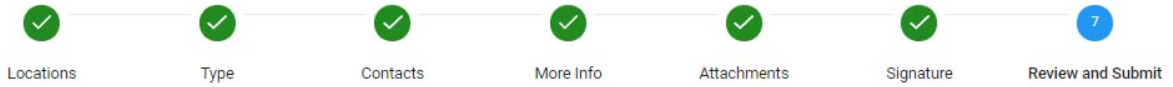
Locations

Location	201 E 5TH STREET, GILLETTE, WY 82716
Parcel Number	2014022116

Basic Info

Type	Framing- Stick Built Structure
Description	
Applied Date	09/28/2021
License Holder	

Contacts

Applicant	JOHN SMITH
	201 E 5th St ,
Company	CONSTRUCTION INC
	N GURLEY AVE , GILLETTE,

More Info