

How To Apply for Manufacturer License

ACCELA – LICENSING PORTAL

The Information Presented Will Provide Steps To Create A Manufacturer Application For License Approval.

- Before beginning, ensure you have all information and documentation that is needed
- Let's review the options and what is needed for each

The screenshot shows a web application interface with a navigation bar at the top containing links for Home, Construction Permits, Occupancy Permits, Water & Sewer Program, and Licenses. Below the navigation bar is a light blue notice box with an exclamation mark icon, stating that the browser is not supported and listing supported versions: Internet Explorer 11, Edge 15, Mozilla Firefox 47, Chrome 55, Safari 10, and Opera 29. Below the notice is a 'Sign In' section with two input fields: 'USER NAME OR E-MAIL: *' and 'PASSWORD: *'. A link for 'Forgot Password?' is located below the password field. At the bottom of the sign-in section is a blue button labeled 'Sign In'.

There are two options to choose. Let's review the options and what is needed for each.

Option 1 – I am a MANUFACTURER of equipment and/or appliances requesting authorization for myself and my employees to supply parts and perform service work, repairs, maintenance, start-up, testing, and/or tuning of said equipment and/or appliances

- The explanation of work must identify the equipment and/or appliances for which authorization is being requested**

There are two options to choose. Let's review the options and what is needed for each.

Option II – I am a MANUFACTURER REPRESENTATIVE requesting authorization for myself and my employees to supply parts and perform service work, repairs, maintenance, start-up, testing, and/or tuning of the manufacturer's equipment and/or appliances

- ❑ The explanation of work must confirm your relationship with the manufacturer and identify the manufacturer's equipment and/or appliances for which authorization is being requested

Manufacturer Application - General

Sign into the
licensing portal
with user account
you have previously
created.

Home Construction Permits Occupancy Permits Water & Sewer Program Licenses

Notice:
The browser you are using is not on the list of our supported browsers and versions.
For best user experience, it is recommended you use one of our supported browsers and versions:
Internet Explorer 11
Edge 15
Mozilla Firefox 47
Chrome 55
Safari 10
Opera 29

Sign In

USER NAME OR E-MAIL: *

PASSWORD: *

[Forgot Password?](#)

Sign In

Manufacturer Application - General

Home Construction Permits Occupancy Permits Water & Sewer Program Licenses

Hello, AccountName

Saved in Cart (0) View Cart

My Collection (0) View Collections

There are no items in your shopping cart right now.

You do not have any collections right now.

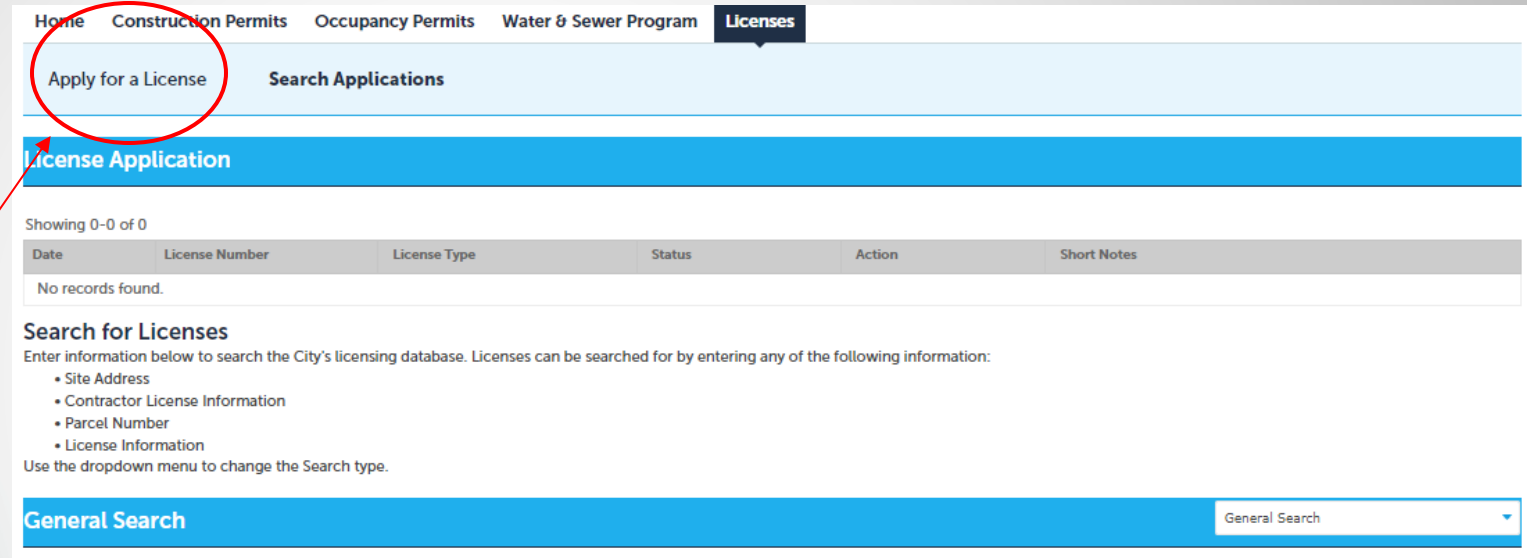
Work in progress ⓘ View All Records

Record Name	Record ID	Module	Creation Date	Action
No records found				

Select License tab

Manufacturer Application - General

Apply for a license



Home Construction Permits Occupancy Permits Water & Sewer Program **Licenses**

Apply for a License Search Applications

License Application

Showing 0-0 of 0

Date	License Number	License Type	Status	Action	Short Notes
No records found.					

Search for Licenses

Enter information below to search the City's licensing database. Licenses can be searched for by entering any of the following information:

- Site Address
- Contractor License Information
- Parcel Number
- License Information

Use the dropdown menu to change the Search type.

General Search ▼

Manufacturer Application - General

Review disclaimer
then check box to
accept terms, then
continue application

Home Construction Permits Occupancy Permits Water & Sewer Program **Licenses**

[Apply for a License](#) [Search Applications](#)

Online License Application

Using this system you can submit for a rental license all from the convenience of your home or office, 24-hours a day.

Please "Allow Pop-ups from This Site" before proceeding. You must accept the General Disclaimer below before beginning your application.

General Disclaimer
While the Agency attempts to keep its Web information accurate and timely, the Agency neither warrants nor makes representations as to the functionality or condition of this Web site, its suitability for use, freedom from interruptions or from computer virus, or non-infringement of proprietary rights. Web materials have been compiled from a variety of sources and are subject to change without notice from the Agency as a result of updates and corrections.

I have read and accepted the above terms.

[Continue Application »](#)

Manufacturer Application - General

Select


Mechanical License

Mechanical
Manufacturer Application

Continue Application

Select a Record Type

Select the following license type.



- ▶ Continuing Education
- ▶ Electrical Licenses
- ▼ Mechanical Licenses
 - Apprentice Mechanical License Application
 - Journeyman Mechanical License Application
 - Mechanical Contractor License Application
 - Mechanical Financial Responsibility Application
 - Mechanical Manufacturer/Manufacturer's Rep Application
- ▶ Plumbing Licenses
- ▶ Link Account to License

[Continue Application »](#)

Manufacturer Application – Step 1

Applicant –

Click 'Select from Account' button, click on record then continue

Continue application

Mechanical Manufacturer/Manufacturer's Rep Application

1 Contact Information 2 Application Information 3 Supporting Documentation 4 Review 5 Pay Fees 6

Step 1: Contact Information > Contact Information
If the applicant is a manufacturer, please include the name of the company's Officer. * indicates a required field.

Applicant

To add an Applicant, click the Select from Account button. Changes can be made to the contact information through Account Management.

[Select from Account](#) [Look Up](#)

[Save and resume later](#) [Continue Application »](#)

Manufacturer Application – Step 2

Applicant Information -
Select option that you
qualify for.

Continue application

Mechanical Manufacturer/Manufacturer's Rep Application

1 Contact Information 2 Application Information 3 Supporting Documentation 4 Review 5 Pay Fees 6

Step 2: Application Information > Application Details
Please indicate whether you are applying as a manufacturer or manufacturer's representative. * indicates a required field.

Manufacturer/Manufacturer's Representative

Manufacturer Type

I am a MANUFACTURER of equipment and/or appliances requesting authorization for myself and my employees to supply parts and perform service work, repairs, maintenance, start-up, testing, and/or tuning of said equipment and/or appliances:

I am a MANUFACTURER'S REPRESENTATIVE requesting authorization for myself and my employees to supply parts and perform service work, repairs, maintenance, start-up, testing, and/or tuning of the manufacturer's equipment and/or appliances:

[Save and resume later](#) [Continue Application »](#)

Manufacturer Application – Step 3

Supporting documentation

Option selected in previous step dictates document requirements, was also addressed in the beginning of presentation

Click add to start uploading

Mechanical Manufacturer/Manufacturer's Rep Application

1 Contact Information 2 Application Information 3 Supporting Documentation 4 Review 5 Pay Fees 6

Step 3: Supporting Documentation > Supporting Documentation

You are required to upload an Explanation of Work on letterhead:

- If you are a manufacturer, the explanation of work must identify the equipment and/or appliances for which authorization is being requested.
- If you are a manufacturer's representative, the explanation of work must confirm your relationship with the manufacturer and identify the manufacturer's equipment and/or appliances for which authorization is being requested.

* indicates a required field.

Attachment

The maximum file size allowed is 500 MB.
ade;adp;bat;chm;cmd;com;cpl;exe;hta;htm;html;ins;isp;jar;js;jse;lib;lnk;mde;mht;mhtml;msc;msp;mst;php;pif;scr;scx;shb;sys;vb;vbe;vbs;vxd;wsc;wsf;wsh are disallowed file types to upload.

Name	Type	Size	Latest Update	Action
No records found.				

[Add](#)

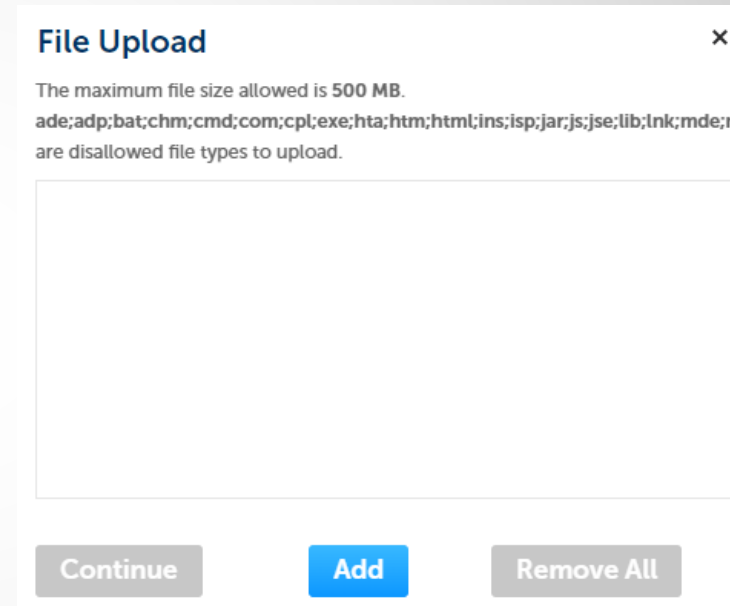
[Save and resume later](#) [Continue Application »](#)

Manufacturer Application – Step 3 continued

Supporting documentation

A popup appears, click on add and locate file to upload

After file is selected, select continue

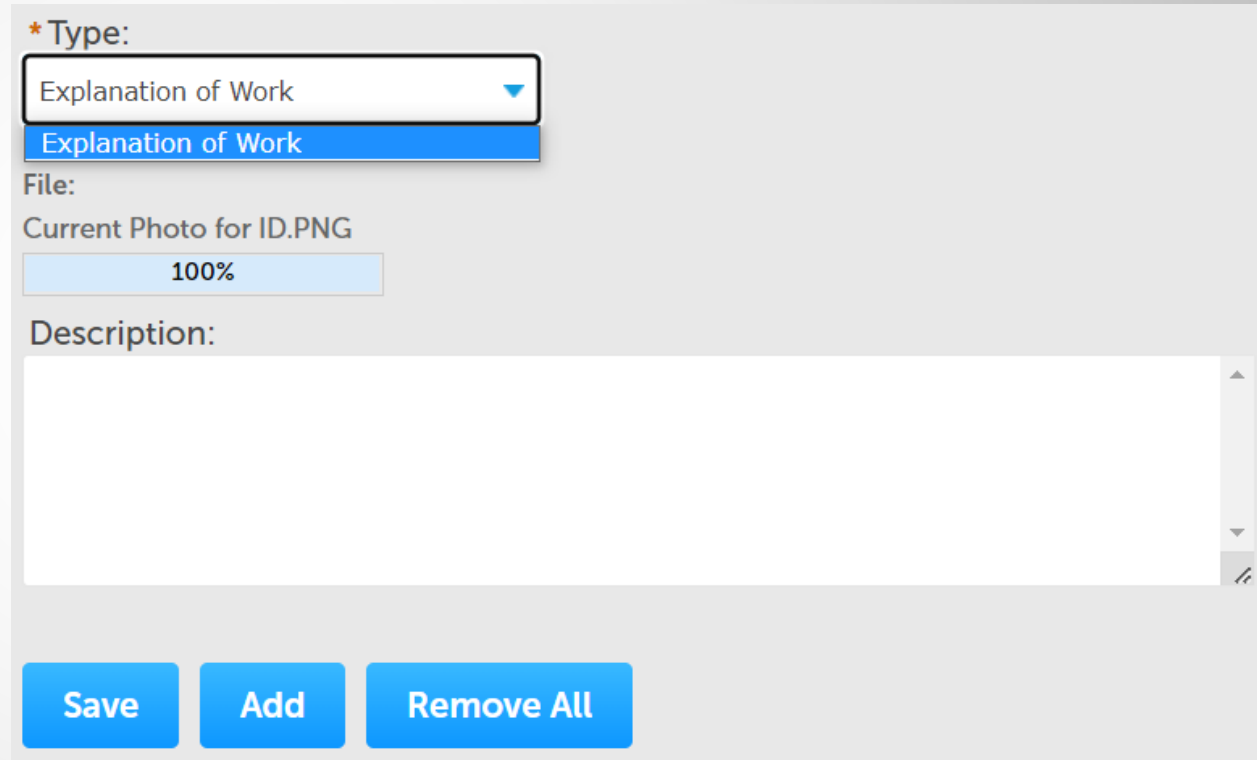


Manufacturer Application – Step 3 continued

Supporting documentation

Select type of record that was just uploaded

Select save, then continue application (not pictured)



* Type:

Explanation of Work

Explanation of Work

File:

Current Photo for ID.PNG

100%

Description:

Save Add Remove All

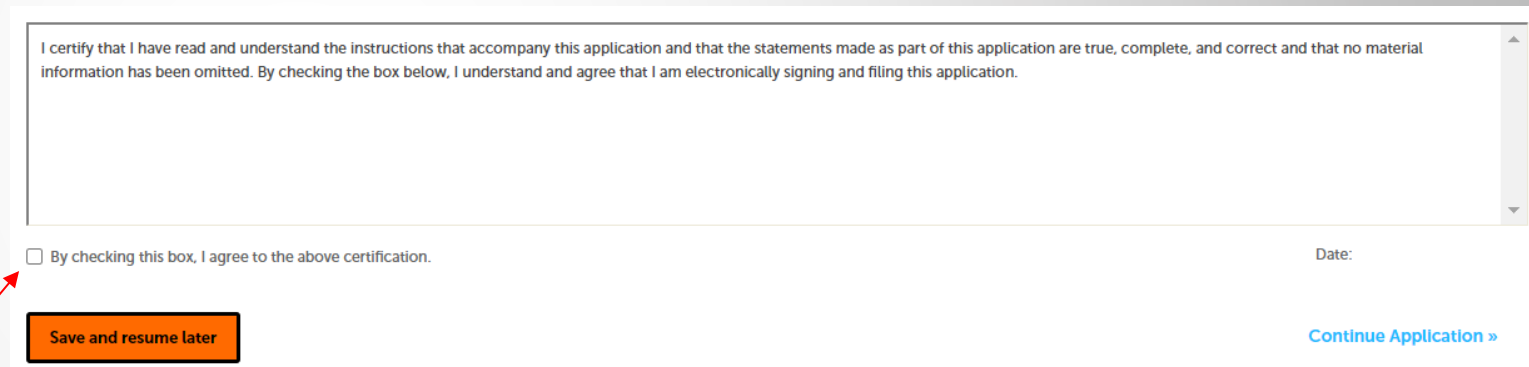
The screenshot shows a web application interface for adding supporting documentation. It features a dropdown menu for selecting the record type, which is currently set to 'Explanation of Work'. Below this is a file upload section for 'Current Photo for ID.PNG', showing a progress bar at 100%. A large text area is provided for a description. At the bottom, there are three blue buttons: 'Save', 'Add', and 'Remove All'.

Manufacturer Application – Step 4

Review

Page provides all information entered. Ensure all information is accurate and document uploaded is the correct type. Application will be returned for any required updates before processing

Click on box & continue application



I certify that I have read and understand the instructions that accompany this application and that the statements made as part of this application are true, complete, and correct and that no material information has been omitted. By checking the box below, I understand and agree that I am electronically signing and filing this application.

By checking this box, I agree to the above certification.

Date:

[Continue Application »](#)

[Save and resume later](#)

Manufacturer Application – Step 5

[Pay Fees](#)

[Review fees](#)

[Check out](#)

Mechanical Manufacturer/Manufacturer's Rep Application

1	2 Application Information	3 Supporting Documentation	4 Review	5 Pay Fees	6 Record Issuance
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Step 5: Pay Fees

Listed below are preliminary fees based upon the information you've entered. The following screen will display your total fees.

Application Fees

Fees	Qty.	Amount
Manufacturer Application Fee	1	\$45.00

TOTAL FEES: \$45.00

[Check Out »](#)

Manufacturer Application – Step 5 continued

[Pay Fees in cart](#)

[Review](#)

[Check out](#)

Cart

1 Select item to pay 2 Payment information 3 Receipt/Record issuance

Step 1: Select item to pay

Click on the arrow in front of a row to display additional information. Items can be saved for a future checkout by clicking on the Save for later link.

PAY NOW

No Address
1 Application(s) | \$45.00

- ▶ Mechanical Manufacturer/Manufacturer's Rep Application 23TMP-001145 Total due: \$45.00

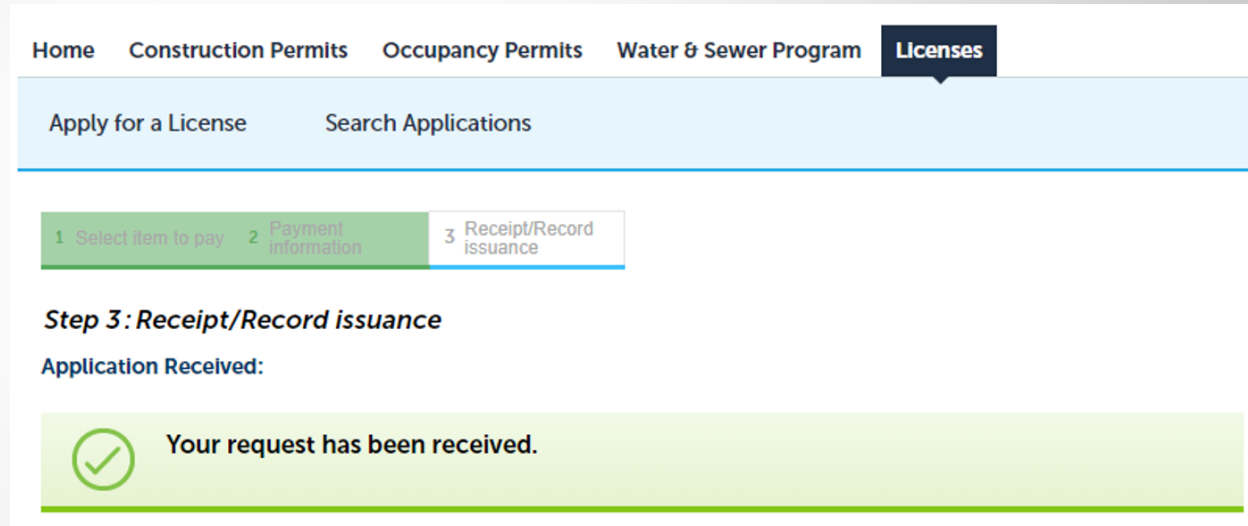
Total amount to be paid: \$45.00
Note: This does not include additional inspection fees which may be assessed later.

[Checkout »](#) [Edit Cart »](#) [Continue Shopping »](#)

Manufacturer Application – Step 6

Confirmation

You will receive emails notifying you of your application status as it is processed.



The screenshot displays a web application interface for Licenses. At the top, there is a navigation menu with links for Home, Construction Permits, Occupancy Permits, Water & Sewer Program, and Licenses. Below the navigation menu, there are two main options: Apply for a License and Search Applications. A progress bar indicates the current step: 1 Select item to pay, 2 Payment information, and 3 Receipt/Record issuance. The current step, Step 3: Receipt/Record issuance, is highlighted. Below the progress bar, the text "Application Received:" is displayed. A green checkmark icon is shown next to the message "Your request has been received."