

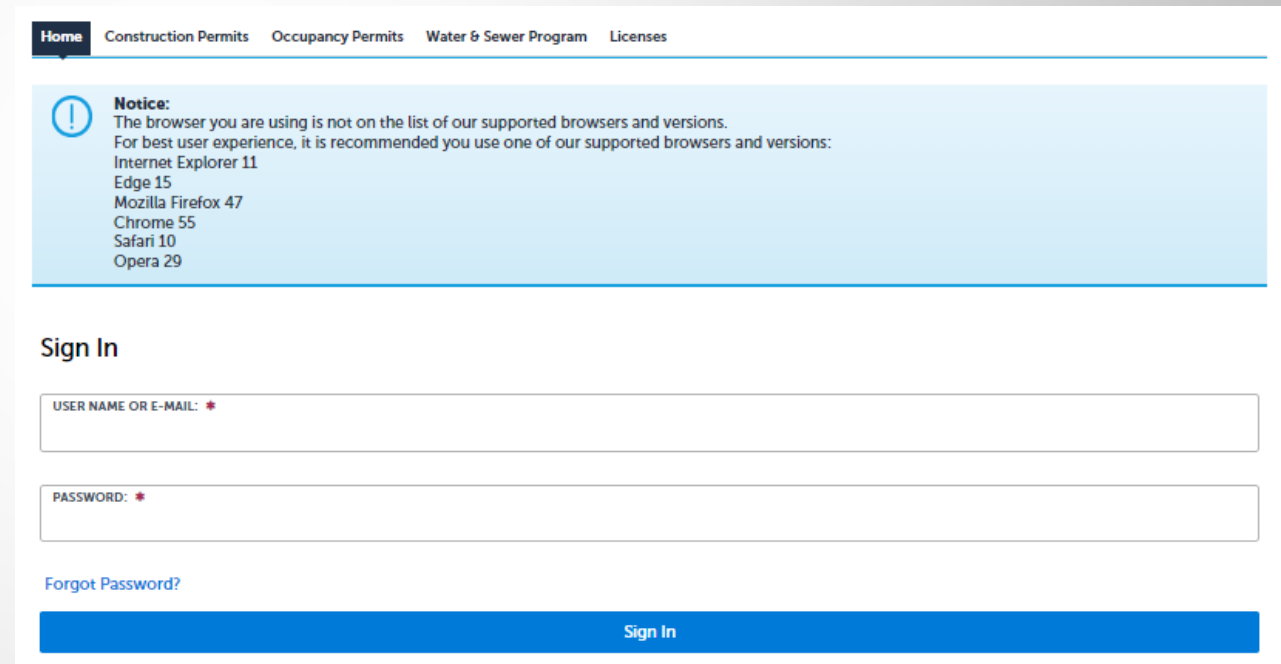
SAINT LOUIS COUNTY
Transportation and Public Works

How To Apply for Financial Responsibility License

ACCELA – LICENSING PORTAL

The Information Presented Will Provide Steps To Create a Financial Responsibility 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 a warning icon and text 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 six options to choose. Each option requires the following documents.

- Mechanical Licensing Financial Registration Bond
- Certificate of Insurance
- Power of Attorney

Mechanical Licensing Financial Registration Bond can be found on the Mechanical license page.

Financial Responsibility Application - General

Sign on 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

Financial Responsibility Application - General

The screenshot displays the 'Licenses' tab selected in the navigation menu. The user is logged in as 'AccountName'. Below the navigation, there are two main sections: 'Saved in Cart (0)' and 'My Collection (0)'. Both sections indicate that there are no items or collections currently. At the bottom, there is a 'Work in progress' section with a table header and a message that no records were found.

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

Financial Responsibility 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

Financial Responsibility 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 »](#)

Financial Responsibility Application - General

Select


Mechanical License

Mechanical Financial
Responsibility 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 »](#)

Financial Responsibility Application – Step 1

Applicant –

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

Continue application

Mechanical Financial Responsibility Application

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

Step 1: Contact Information > Contact Information
In the Applicant section, provide the contact information of the contractor applying for registration of financial responsibility. * 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 »](#)

Financial Responsibility Application – Step 2

Type of Work

Select option that you qualify for.

Continue application

Mechanical Financial Responsibility Application

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

Step 2: Application Information > Application Details

Please select the type of mechanical system work for which you are applying for registration of financial responsibility. Only one type may be selected. * indicates a required field.

Type of Work

MECHANICAL SYSTEM WORK

Installation, repair and replacement of domestic stoves, ranges, dryers and other domestic appliances: <input type="checkbox"/>	Installation, repair and replacement of fireplaces and fireplace lighters: <input type="checkbox"/>
Installation, repair, alteration or replacement of pool heaters: <input type="checkbox"/>	Work historically and traditionally performed by boiler maker: <input type="checkbox"/>
Installation, repair and replacement of elevators, escalators, dumbwaiters, moving walks, hoists, automotive lifts, conveyors, freight lifts and man-lifts: <input type="checkbox"/>	Fabrication and installation of process ducts and process sheet metal blow pipe systems: <input type="checkbox"/>
Refrigeration work involving less than 7.5 tons of refrigeration, including but not limited to such items as reach-in and walk-in coolers and freezers, water coolers, beverage and beer dispensing machines and related equipment, beverage coolers, and soda carbonated systems: <input type="checkbox"/>	Fire Suppression (kitchen hood only): <input type="checkbox"/>
Amusement Rides: <input type="checkbox"/>	

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

Financial Responsibility 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 Financial Responsibility 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 the following documents:

- Mechanical Licensing Financial Registration Bond
- Certificate of Insurance
- Power of Attorney

* indicates a required field.

Attachment

The maximum file size allowed is 500 MB.
ade;adp;bat;chm;cmd;com;cp;exe;hta;htm;html;ins;isp;jar;js;jse;lib;lnk;mde;mht;mhtml;msc;msp;mst;php;pif;scr;sc;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 >](#)

Financial Responsibility Application – Step 3 continued

Supporting documentation

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

After file is selected, select continue

File Upload ×

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;r
are disallowed file types to upload.

Continue Add Remove All

Financial Responsibility Application – Step 3 continued

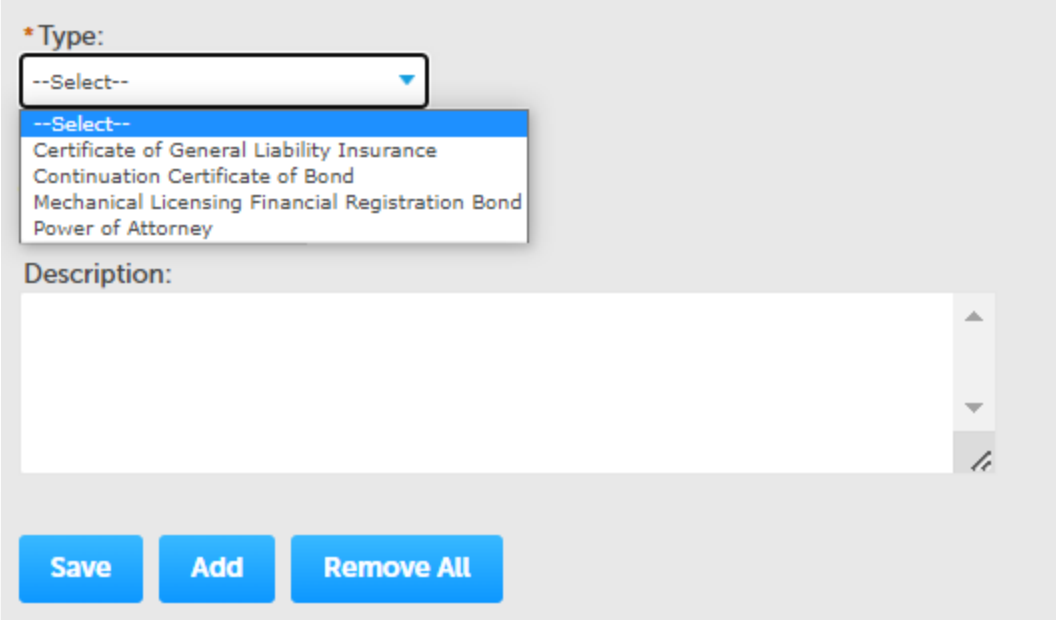
Supporting documentation

Select type of record that was just uploaded

After file is selected, select Add button, popup reappears

Continue process until all files are uploaded

Once completed select save, then continue application (not pictured)



The screenshot shows a web form with the following elements:

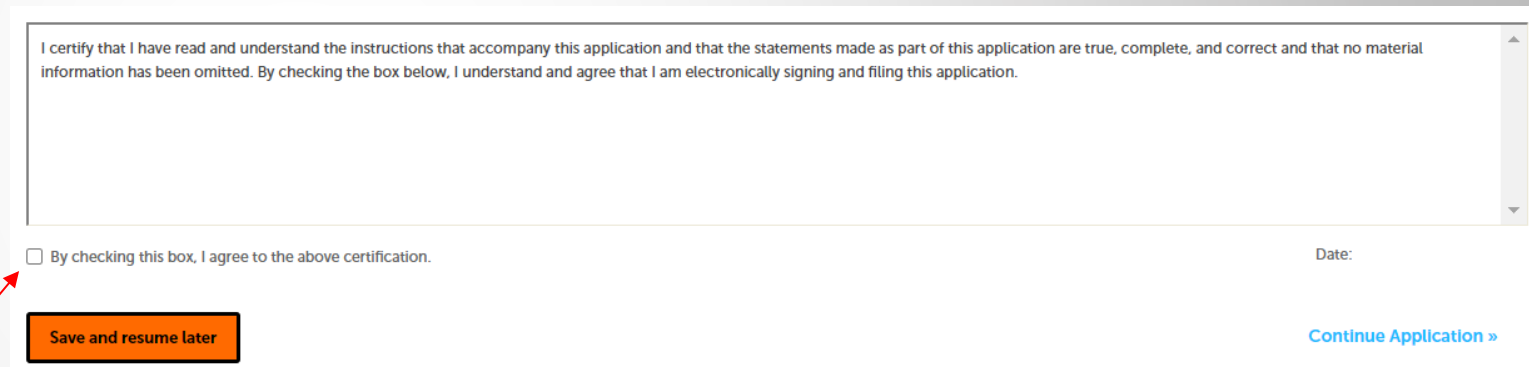
- A label ***Type:** above a dropdown menu.
- The dropdown menu is open, showing a list of options: **--Select--**, **Certificate of General Liability Insurance**, **Continuation Certificate of Bond**, **Mechanical Licensing Financial Registration Bond**, and **Power of Attorney**.
- A text input field labeled **Description:** with a vertical scrollbar on the right side.
- Three blue buttons at the bottom: **Save**, **Add**, and **Remove All**.

Financial Responsibility Application – Step 4

Review

Page provides all information entered. Ensure all information is accurate and documents uploaded are 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](#)

Financial Responsibility Application – Step 5

[Pay Fees](#)

[Review fees](#)

[Check out](#)

Mechanical Financial Responsibility Application

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

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
Financial Responsibility Application Fee	1	\$75.00

TOTAL FEES: \$75.00

[Check Out »](#)

Financial Responsibility 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) | \$75.00

▶ Mechanical Financial Responsibility Application 23TMP-001141	Total due: \$75.00
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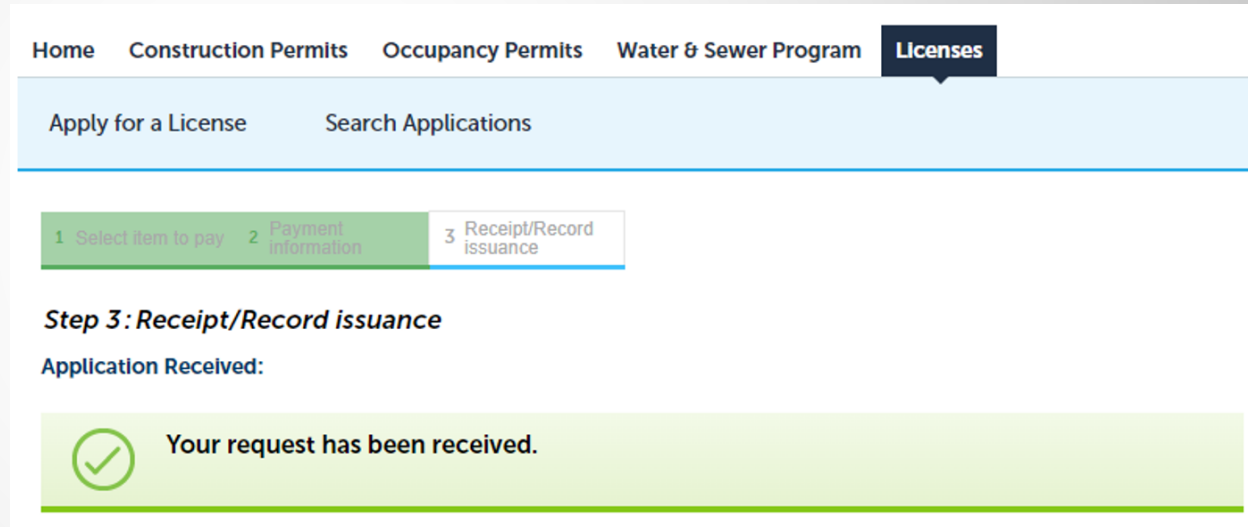
Total amount to be paid: \$75.00
Note: This does not include additional inspection fees which may be assessed later.

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

Financial Responsibility Application – Step 6

Confirmation

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




Home Construction Permits Occupancy Permits Water & Sewer Program Licenses

Apply for a License Search Applications

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

Step 3: Receipt/Record issuance

Application Received:

 Your request has been received.