

# Applying for a Contractor License

Login to the Online Portal through Accela Citizen Access (ACA)

Visit: <https://www.maplewoodmn.gov/ACA>

The screenshot shows the Maplewood Minnesota Citizen Access portal. At the top left is the logo with the text "Maplewood MINNESOTA". At the top right is the text "Citizen Access". Below the logo is a navigation menu with items: Home, Building, Planning, Licenses, Fire, Public Works, Enforcement, and Complaints. The "Licenses" tab is highlighted. Below the navigation is a search bar and a "Register for an Account" link with a "Login" button. The main content area has a "Welcome to the new Citizen Access portal" message and a "What would you like to do today?" section with links for Building, Planning, and Licenses. On the right side, there is a "Sign In" section with input fields for "USERNAME OR EMAIL:\*" and "PASSWORD:\*", a "Forgot Password?" link, a "SIGN IN" button, a "Remember me on this device" checkbox, and a "Not Registered? CREATE AN ACCOUNT" link.

Select the **Licenses** tab and, **Apply for a License**.

Read the disclaimer and Accept to continue. Select **Continue Application**.

The screenshot shows the "Apply for a License" page in the Maplewood Minnesota Citizen Access portal. The navigation menu at the top has "Licenses" highlighted. Below the navigation is a search bar and a "Search Existing Records" link. The main content area is titled "Online License Application" and contains a welcome message: "Welcome to Accela Citizen Access (ACA), the City of Maplewood's online licensing system. With Accela Citizen Access, you can conveniently submit information, pay fees, and track your application status from home or the office, 24 hours a day. Before starting your application, please accept the terms below. **Keep in mind that applications started but not submitted will expire after 180 days (6 months).**" Below this is a note: "\*Please 'Allow Pop-Ups from this Site' before proceeding." There is a scrollable box titled "Option to Sign Up for Email Notification of Proposed Ordinances" with text about the "Notify Me" service. At the bottom, there is a checkbox labeled "I have read and accepted the above terms." and a "Continue Application »" button.

Select **Contractor License**, then choose the appropriate application based on the type of license you are applying for — either the **Public Works Contractor Application** or the **Building Contractor Application**. Refer to the list of contractor license types below to determine which one applies:

**Public Works Contractor Application**

- Driveway & Lot Paving
- Excavator
- Right-of-Way
- Sanitary and Storm Sewer
- SSTS
- Tree

**Building Contractor Application**

- Commercial Building
- Mechanical
- Sign Installer
- Truth-in-Housing Evaluator

Select **Continue Application**.

The screenshot shows the 'Citizen Access' page for Maplewood, Minnesota. The header includes the city logo and navigation links for 'Home', 'Building', 'Planning', and 'Licenses'. A search bar is located in the top right. Below the navigation, there are two main options: 'Apply for a License' and 'Search Existing Records'. The 'Apply for a License' section is active, showing a 'Select a License Record Type' dropdown menu. The 'Contractor License' option is expanded, showing two sub-options: 'Building Contractor Application' and 'Public Works Contractor Application'. A 'Continue Application' button is visible at the bottom of the page.

Complete the application providing the information requested. At any time, you may select **Save and Resume Later**. Once submitted, you may log back into your account to check the status of your application at any time.