



Instructions for using Smart Gov to obtain a Contractor License.

Click on the link that was sent to you or the link from the website. This will direct you to the portal where you will click on sign up and create your account. Once you have created an account in the name of your business you will need to check your email and verify the account to complete the set up. We would suggest bookmarking this link for future use. To obtain an access code to link your permits to your portal account, email townbuilding@jacksonwy.gov . If you have any issue with an address or the system you can email townbuilding@jacksonwy.gov.

If you have not gone through step one of the licensing processes which is to obtain a certificate of qualifications card for the master/qualifier of your company, you cannot apply for a contractor license. Information on the two-step process can be found on our website at <https://www.jacksonwy.gov/184/Contractor-Licensing>

Applying for License:

1. Once you are signed into the portal, click on my portal then click on apply online.
2. A new page will open, click on the drop down and choose Licensing Department.
3. A new page will open, click on the trade/license type that you are applying for.
4. Enter the name you are doing business as. This name will be what shows in the system and on the license. Click next
5. Enter in the details of the business. The red asterisk is a required field. Once finished click next, review application and click on save & continue.
6. A box will pop up stating the license application has been submitted and will provide you with a license number. Click on go to new license. Please be aware, the license application is not finished nor approved at this point.
7. Scroll down to submittals and upload the required documents listed. The link to the upload is to the far right in blue. The required documents checklist for the contractor license application can be found on our website and on the portal under documents.

8. HVAC and Plumbing contractors will be required to provide a LIST of individuals in their employ that hold a Town of Jackson certificate of qualification card, type/level of certificate they hold and designate who is the master of record for the company. We will not accept a photo of the cards.
9. Once the documents are uploaded, the application review starts.
10. We have a minimum one-week turnaround from document submittal, to process the license.
11. When the license is approved the applicant will be notified by email at which time, the applicant can sign into their portal account and pay the fee. Once the fee is paid, the license can be printed out.

FAQ's:

1. Some companies are not required to carry worker compensation or unemployment insurance. If you are not required to, provide/upload a narrative as to why you are not required to.
2. All business coming to Wyoming to do business should reach out to the Secretary of State to determine if there are requirements that must be met.
3. To complete/find an existing application in the system, sign into the portal, click on my portal, click on my applications, click on the down arrow under active and you will see your application. Click on the license number and complete the application. DO NOT apply for multiple licenses.