



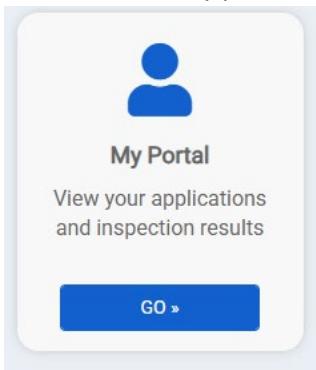
TOWN OF JACKSON | PLANNING & BUILDING

Instructions to Apply for a New Certificate of Qualification Card or Renew Current COQ Card

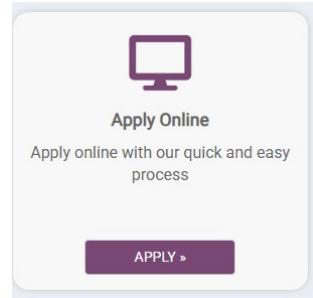
All contractors must use the Smart Gov portal to renew their Certificate of Qualification card. The Town **will not** accept renewals over the counter or via mail.

Log into your Smart Gov account at <https://twn-jackson-wy.smartgovcommunity.com/Public/Home>

1. Select my portal:



2. Then Apply Online:



3. From the dropdown menu, select Licensing Department and select Certificate of Qualification Card – COQ from the list:

What type of application do you need today?

Select a category to view your options

Licensing Department

- Bldg Class A-HVAC-Plumbing
- Building Contractor- Class B
- Building Restricted Contractor- Class BR
- Certificate of Qualification Card-COQ
- General Contractor- Class A
- HVAC Contractor
- HVAC-Plumbing
- Plumbing Contractor
- Residential Contractor - Class C
- Solar Panel Installer
- Wood Stove-Gas Stove Installer

4. Enter the card holders name in the “doing business as” section.
5. The site location address is the card holders mailing address.
6. Complete the required fields. For Renewals, be sure to select “Renewal Application” from the dropdown menu of “COQ Card Status”.
7. Review the information for accuracy. To correct any information click on the blue edit button.
8. When the review is complete and the information is accurate, click on save and continue at the bottom of the page.

A new window will open which shows your new license number. Click “Go To My New License”

Your license application is submitted!

COQ-25-0283

Application Status: Pending

The next page outlines the details of your license application.

Please review this page to see if any additional actions are needed to process your application.

[GO TO MY NEW LICENSE](#)

1. Scroll down to Submittals and use the links on the right of the status bar to upload the required documents.

Submittals

To process the application, the following documents are required to be uploaded. If you are not required to carry workman's comp or unemployment insurance, upload a narrative as to why it is not required.

Submittal	Required	Received	Version	Status
Application Work History	Yes		1	Pending 0 Files
Copy of Drivers License or Valid ID	Yes		1	Pending 0 Files
Copy of ICC Test or Verification of Reciprocating state license	Yes		1	Pending 0 Files
Miscellaneous Documents	No	n/a	1	Pending 0 Files

Approval Steps

Step	Status	Date
Intake Review	Pending	11/13/2025
license review	In Progress	11/13/2025

Fees

Fee	Amount	Paid	Balance	Due Now

2. To provide your employment/work history, click on the “application work history” in blue. This is a fillable form which the card holder must complete. Once completed, save the form locally and upload using the blue “0 files” link.



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Please note!

- The Town will not review any incomplete applications. All applications must have all submittals received to be considered complete.
- If an item is not required for your application, submit a narrative explaining the reason it is not required.
- **For renewals only** - Neither an ICC test nor Verification of Reciprocating State License is required; upload your approved CUE's under that tab.
- Once the application is complete and ALL required documents are uploaded, the Town has up to 30 days to process your application.
- Once the application is approved, you will be notified via email from the portal. Emails will come from donotreply@smartgovcommunity.com. Please check your spam or junk email to ensure you do not miss any communication from the portal.
- Fees can be paid online via Visa, Mastercard, Discover, or electronic check.
- Once the fee is paid, the card can be printed directly from the portal using the green print button in the application.
- The card holder is required to provide either a physical copy or a photo of their COQ card to a representative of the Town Building Department upon request.
- Experience required for each type of card is determined pursuant to [JMC 15.36.050](#)
- If the Town cannot verify the work history listed on the application, credit for time in service will not be given.
- If work is done within the Town or County **without** a valid COQ card, that work will only receive 50% credit for the time in service towards the classification.