

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". To the right is the "Citizen Access" title. 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 menu is a search bar and a "Register for an Account" link with a "Login" button. The main content area is titled "Advanced Search" and contains a welcome message, a disclaimer, and a section "What would you like to do today?" 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 menu is a search bar and a "Logged in as: [redacted] Collections (0) Account Management Logout" link. The main content area is titled "Online License Application" and contains a welcome message, a disclaimer, and a section "Option to Sign Up for Email Notification of Proposed Ordinances". At the bottom, there is a checkbox for "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 page 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 dropdown is open, and 'Contractor License' is selected, with its sub-options 'Building Contractor Application' and 'Public Works Contractor Application' visible. A 'Continue Application' button is 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.