

HOW TO RENEW YOUR CITY OF SIDNEY AND/OR SHELBY COUNTY CONTRACTOR REGISTRATION

PLEASE DO NOT APPLY FOR A NEW LICENSE FOR CONTRACTOR REGISTRATION IF YOUR COMPANY HAS A CURRENT 2024 REGISTRATION.

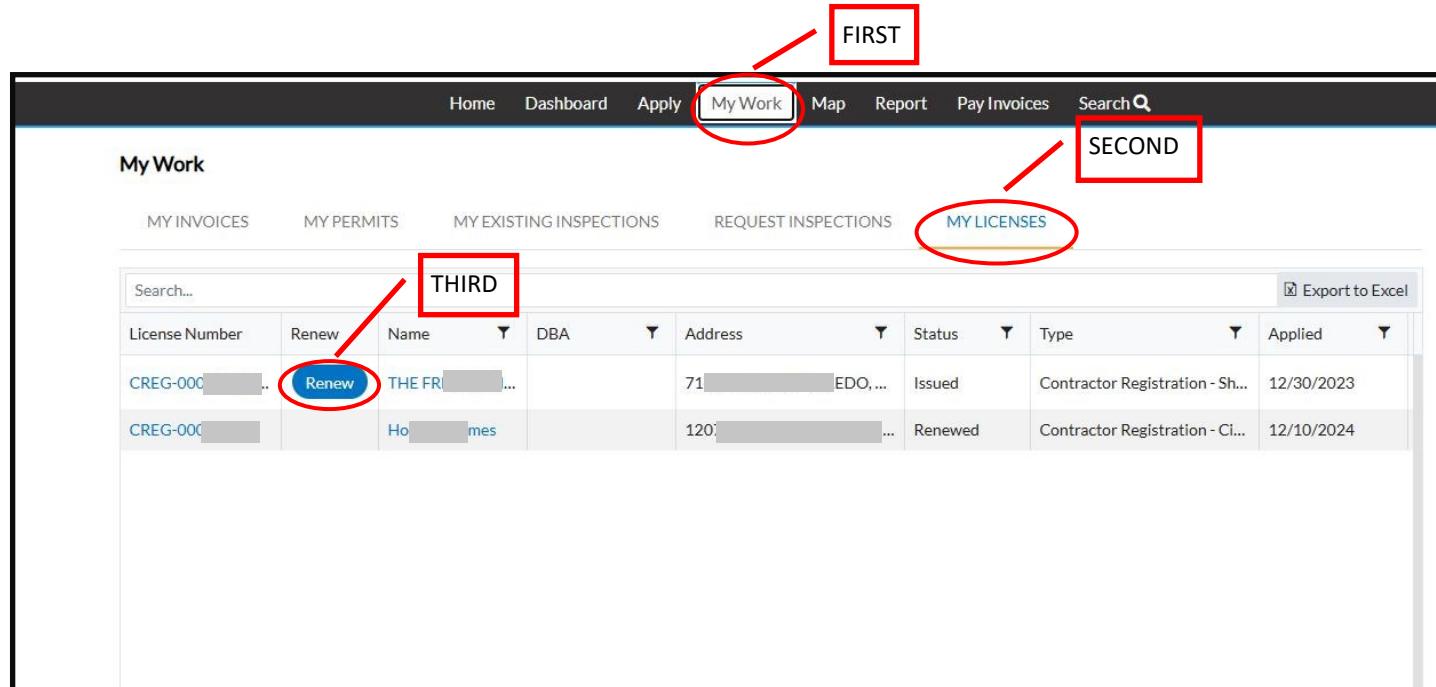
SEE BELOW INFORMATION UNDER “If you don’t see a license ...” IF, AFTER COMPLETING THE PORTAL REGISTRATION AND LOGGING IN, YOU CANNOT FIND YOUR CONTRACTOR REGISTRATION LICENSE.

Go to the Online Portal at https://epl.sidneyoh.us/energov_prod/selfservice#/home

FIRST: If you have not registered for the Civic Access online portal, you will need to register. E-mails will come from no_reply@sidneyoh.com so if you do not see an e-mail, check your spam or junk folders and make sure that e-mail is included as a safe sender/whitelisted.

SECOND: Sign in and go to My Work. There are tabs across the top as shown below, choose MY LICENSES

THIRD: Look for a license that has a blue RENEW button beside it. If there is a license listed that does not have a blue RENEW button, that license is not eligible for renewal.



RENEWAL STEPS

Home Dashboard Apply My Work Map Report Pay Invoices Search 

Renew License - Contractor Registration - Shelby County *REQUIRED

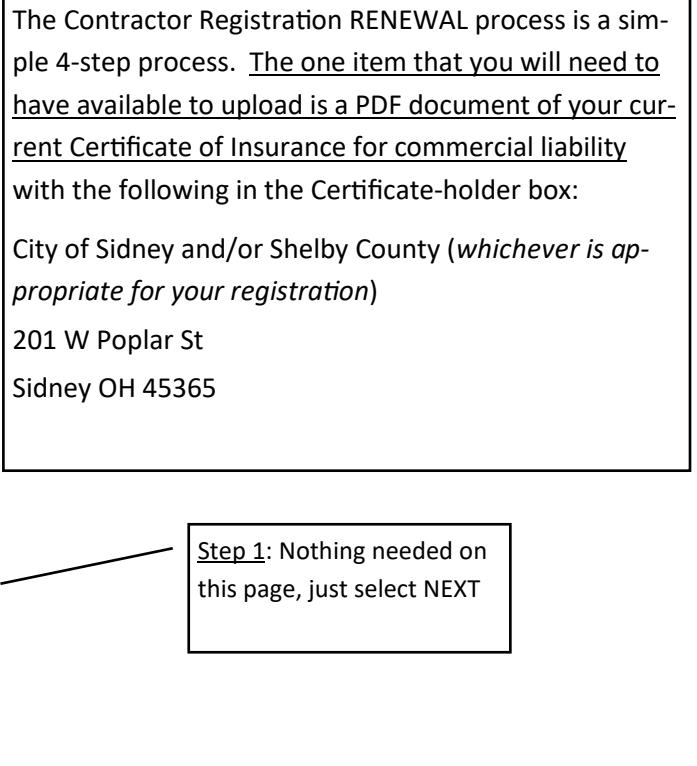
1 Type 2 More Info 3 Attachments 4 Review and Submit

LICENSE DETAILS

License Type: Contractor Registration - Shelby Cour

Description:

Next



Step 1: Nothing needed on this page, just select NEXT

Home Dashboard Apply My Work Map Report Pay Invoices Search 

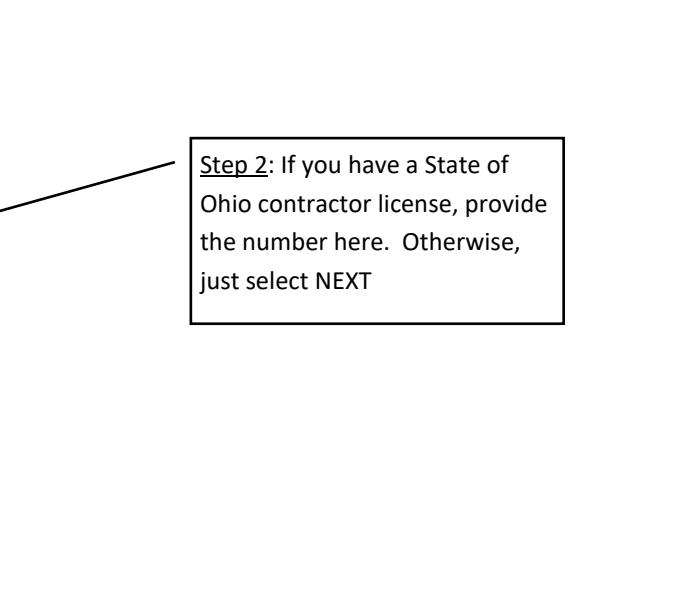
Renew License - Contractor Registration - Shelby County *REQUIRED

1 Type 2 More Info 3 Attachments 4 Review and Submit

MORE INFO

State Contractors License Number:

Back Next



Step 2: If you have a State of Ohio contractor license, provide the number here. Otherwise, just select NEXT

The Contractor Registration RENEWAL process is a simple 4-step process. The one item that you will need to have available to upload is a PDF document of your current Certificate of Insurance for commercial liability with the following in the Certificate-holder box:

City of Sidney and/or Shelby County (*whichever is appropriate for your registration*)

201 W Poplar St
Sidney OH 45365

Home Dashboard Apply My Work Map Report Pay Invoices Search 

Renew License - Contractor Registration - Shelby County

1 REQUIRED

Type 

More Info 

Attachments 

Review and Submit 

Attachments

Required attachment: a current copy of your Certificate of Insurance, with a minimum of \$1,000,000 liability insurance.

Exception is for a residential rental structure: owner may use property insurance declarations page with liability insurance of a minimum of \$1,000,000.

Certificate of Insurance

Add Attachment 

Supported: .pdf, .jpg, .jpeg

REQUIRED

Add Attachment

Select Type 

Add Attachment 

Supported: .pdf, .jpg, .jpeg

Back **Next**

Step 3: Attach your Certificate of Insurance by selecting the white plus sign in the blue tile.

PLEASE NOTE: you will not be able to continue to step 4 until the Certificate is attached.

Type 

More Info 

Attachments 

Review and Submit 

Locations

Mailing 714  08

Basic Info

Type Contractor Registration - Shelby County

Description

Applied Date 12/17/2024

Contacts

Applicant

W  R
TH  ANY
714  08

Business

W  R
TH  ANY
714 

Submit

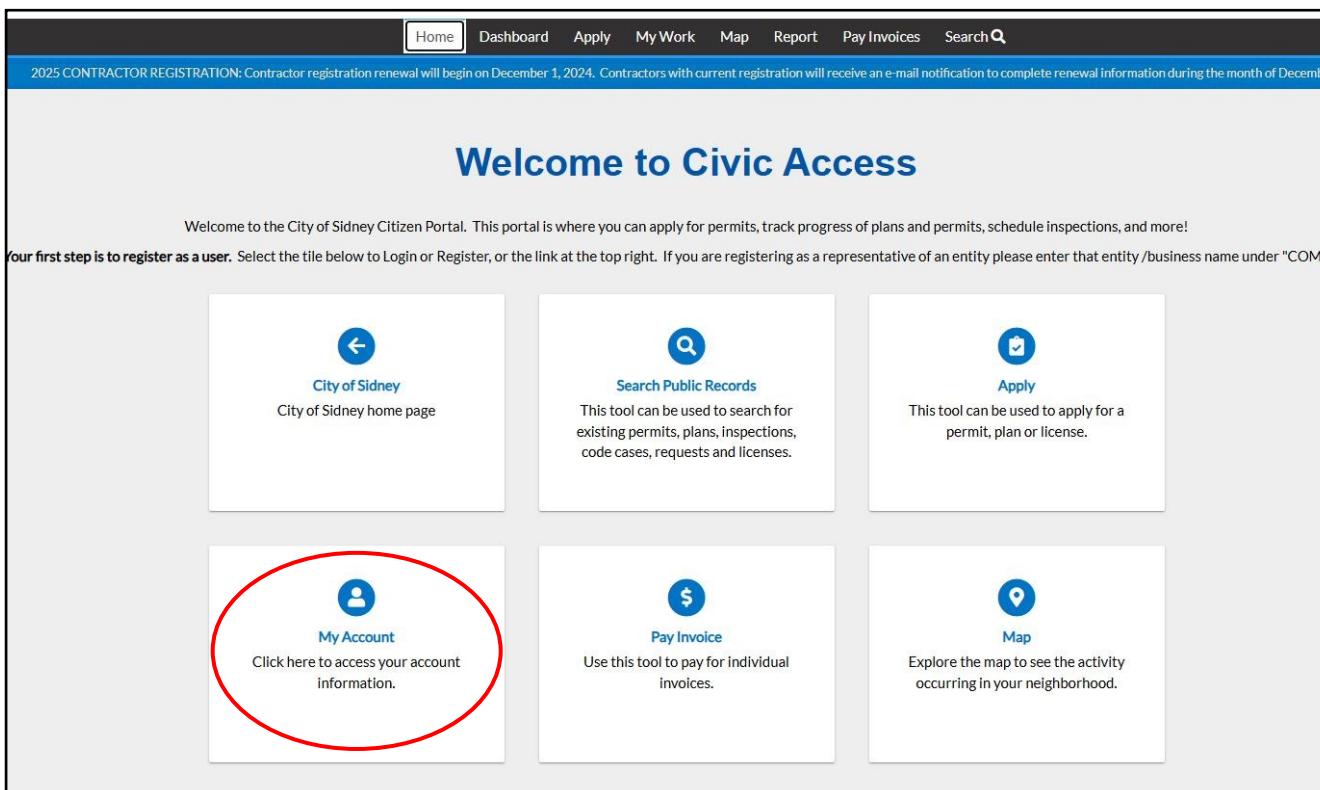
Step 4: Verify that all of the information is accurate, then select Submit.

If address or contact name needs to be updated, please see below. You can go ahead and select Submit. Account information can be updated after.

If you don't see a license: (Contractor Registration) that you are looking for, most likely the e-mail address that you used to register is not an e-mail address that is listed as a contact on the license. For example, the e-mail address listed on the registration is permits.dept@ABCcontractors.com and e-mail you used to register is Jim.Smith@ABCcontractors.com. You have two options:

1. Register on the Civic Access portal using the e-mail address that is included on the license, or
2. E-mail Lisa Philipp at lphilipps@sidneyoh.com and request that another contact be added to the business record. The request must be made via the e-mail address that is currently included on the license record. In the sample above, the request must come from permits.dept@ABCcontractors.com requesting that Jim Smith, with an e-mail address of Jim.Smith@ABCcontractors.com be added to license # CREG-000### for ABC Contractors Company.

Updates: If you need to update mailing address, physical address, contact name, select the Home page and then go to My Account, which is circled below.



The screenshot shows the Civic Access portal homepage. At the top, there is a navigation bar with links for Home, Dashboard, Apply, My Work, Map, Report, Pay Invoices, and Search. Below the navigation bar, a banner displays the message: "2025 CONTRACTOR REGISTRATION: Contractor registration renewal will begin on December 1, 2024. Contractors with current registration will receive an e-mail notification to complete renewal information during the month of December." The main content area features a "Welcome to Civic Access" heading. Below it, there are several tool tiles: "City of Sidney" (City of Sidney home page), "Search Public Records" (This tool can be used to search for existing permits, plans, inspections, code cases, requests and licenses.), "Apply" (This tool can be used to apply for a permit, plan or license.), "My Account" (Click here to access your account information. This tile is circled in red.), "Pay Invoice" (Use this tool to pay for individual invoices.), and "Map" (Explore the map to see the activity occurring in your neighborhood.).