

# 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](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](mailto: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.

The screenshot shows the 'My Work' section of the online portal. The top navigation bar includes 'Home', 'Dashboard', 'Apply', 'My Work' (highlighted with a red box and labeled 'FIRST'), 'Map', 'Report', 'Pay Invoices', and 'Search'. Below this, the 'MY LICENSES' tab is selected (highlighted with a red box and labeled 'SECOND'). The table below lists contractor registrations with columns for License Number, Renew, Name, DBA, Address, Status, Type, and Applied. The first row shows a license with a blue 'Renew' button (highlighted with a red box and labeled 'THIRD').

License Number	Renew	Name	DBA	Address	Status	Type	Applied
CREG-000...	<a href="#">Renew</a>	THE FRI...		71... EDO, ...	Issued	Contractor Registration - Sh...	12/30/2023
CREG-000...		Ho...mes		120... ..	Renewed	Contractor Registration - Ci...	12/10/2024

# RENEWAL STEPS

HomeDashboardApplyMy WorkMapReportPay InvoicesSearch

Renew License - Contractor Registration - Shelby County

REQUIRED

1

2

3

4

Type

More Info

Attachments

Review and Submit

LICENSE DETAILS

License Type

Contractor Registration - Shelby Cour

Description

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

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

HomeDashboardApplyMy WorkMapReportPay InvoicesSearch

Renew License - Contractor Registration - Shelby County

REQUIRED

✓

2

3

4

Type

More Info

Attachments

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

[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

#### 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

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.

1

Type

2

More Info

3

Attachments

4

Review and Submit

Submit

Locations

Mailing

714-888-0808

Basic Info

Type

Contractor Registration - Shelby County

Description

Applied Date

12/17/2024

Contacts

Applicant

W. R. THOMPSON

714-888-0808

Business

W. R. THOMPSON

714-888-0808

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](mailto:permits.dept@ABCcontractors.com) and e-mail you used to register is [Jim.Smith@ABCcontractors.com](mailto: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 Philipps at [lphilipps@sidneyoh.com](mailto: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](mailto:permits.dept@ABCcontractors.com) requesting that Jim Smith, with an e-mail address of [Jim.Smith@ABCcontractors.com](mailto: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.

