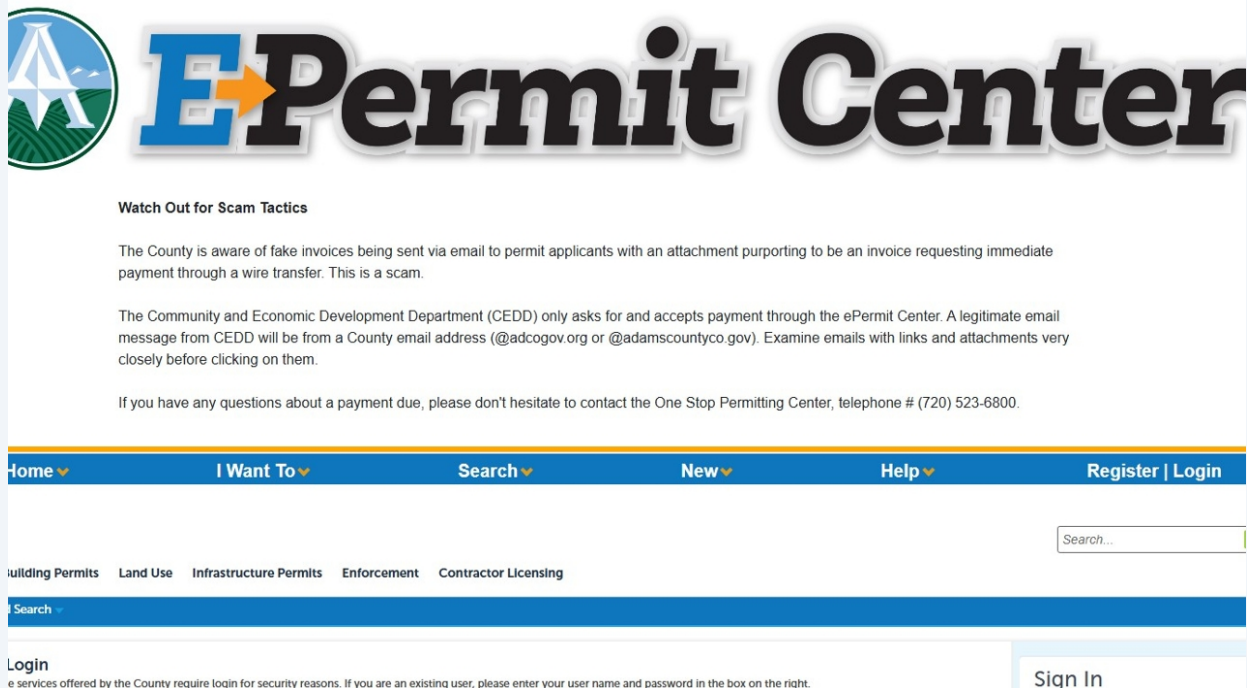


# How to Resubmit Attachments to a Contractor's License



This guide provides a step-by-step process for resubmitting attachments to a contractor's license, ensuring that your application progresses smoothly. It highlights the importance of contacting the relevant office after uploading documents, as the system does not send automatic notifications. By following this guide, you can avoid delays and ensure your submissions are properly acknowledged.

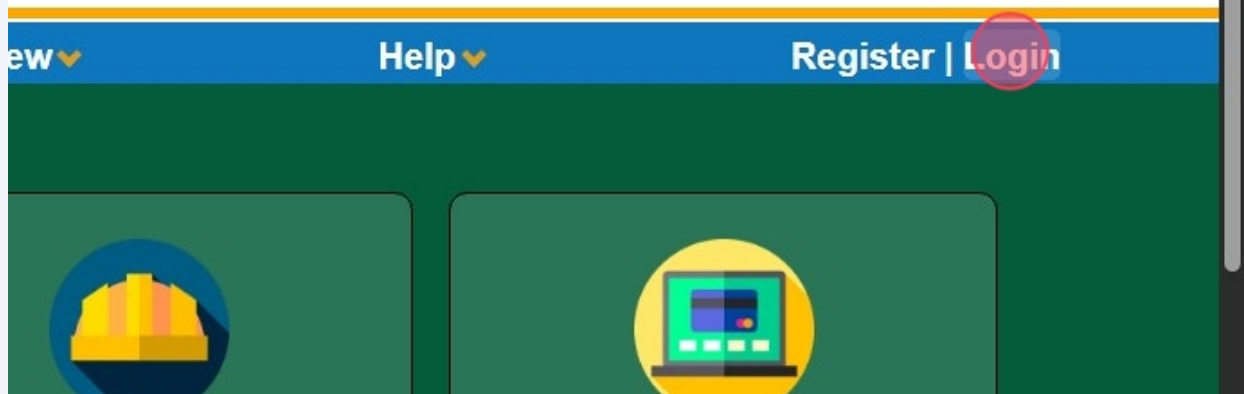
## 1 Navigate to the [E-Permit Center](#)



2 Click "**Login**"

s payment through the ePermit Center. A legitimate email  
(tyco.gov). Examine emails with links and attachments very

top Permitting Center, telephone # (720) 523-6800.



3 Enter your credentials and click "**Sign In**"

A screenshot of a login form. At the top, there is a light blue rectangular box containing a series of dots, representing a password input field. Below this box, there is a link 'Forgot Password?' in blue text. Underneath the link, there is a dark blue rectangular button with the text 'SIGN IN' in white. The 'SIGN IN' text is highlighted with a red circle. At the bottom of the form, there is a checkbox followed by the text 'Remember me on this device'.

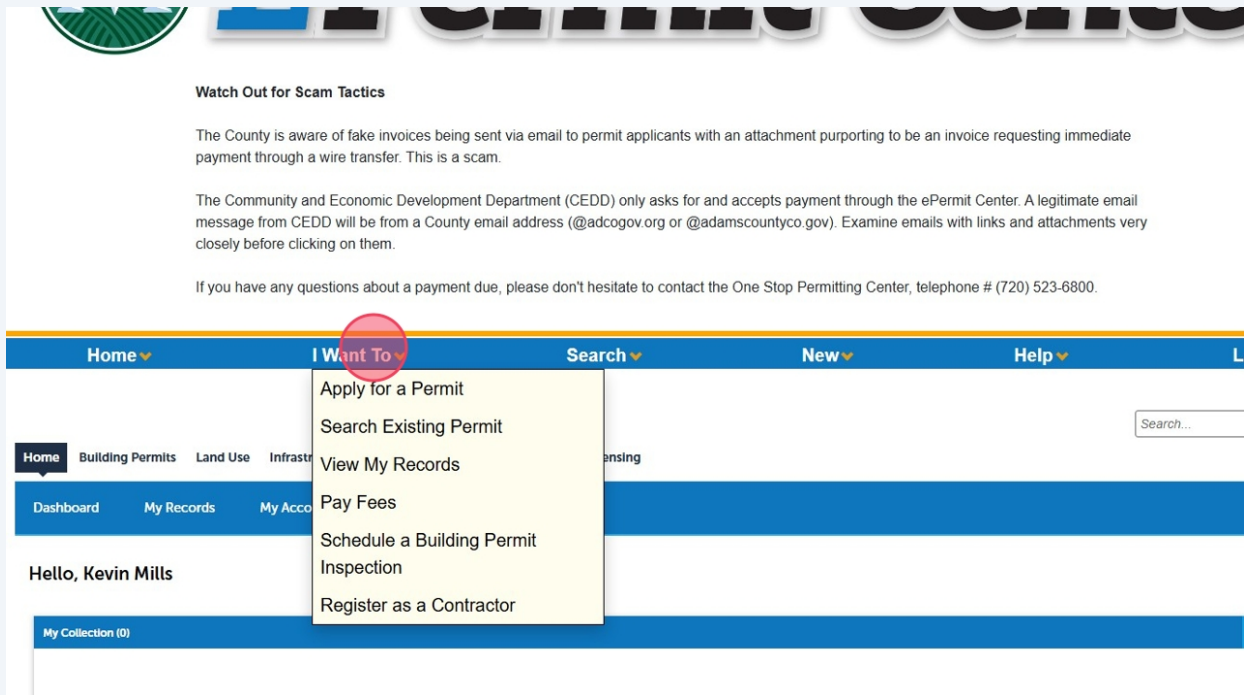
## 4 Click "I Want To"

**Watch Out for Scam Tactics**

The County is aware of fake invoices being sent via email to permit applicants with an attachment purporting to be an invoice requesting immediate payment through a wire transfer. This is a scam.

The Community and Economic Development Department (CEDD) only asks for and accepts payment through the ePermit Center. A legitimate email message from CEDD will be from a County email address (@adcogov.org or @adamscountycogov). Examine emails with links and attachments very closely before clicking on them.

If you have any questions about a payment due, please don't hesitate to contact the One Stop Permitting Center, telephone # (720) 523-6800.



The screenshot shows the ePermit Center website interface. At the top, there is a navigation bar with links: Home, I Want To, Search, New, and Help. The 'I Want To' link is highlighted with a red circle. Below it, a dropdown menu is open, listing several options: Apply for a Permit, Search Existing Permit, View My Records, Pay Fees, Schedule a Building Permit Inspection, and Register as a Contractor. The 'View My Records' option is highlighted with a red circle. The main content area on the left shows a sidebar with links: Home, Building Permits, Land Use, and Infrastructure. Below these are links for Dashboard, My Records, and My Account. The user is logged in as Kevin Mills, and the page shows a 'My Collection (0)' section.

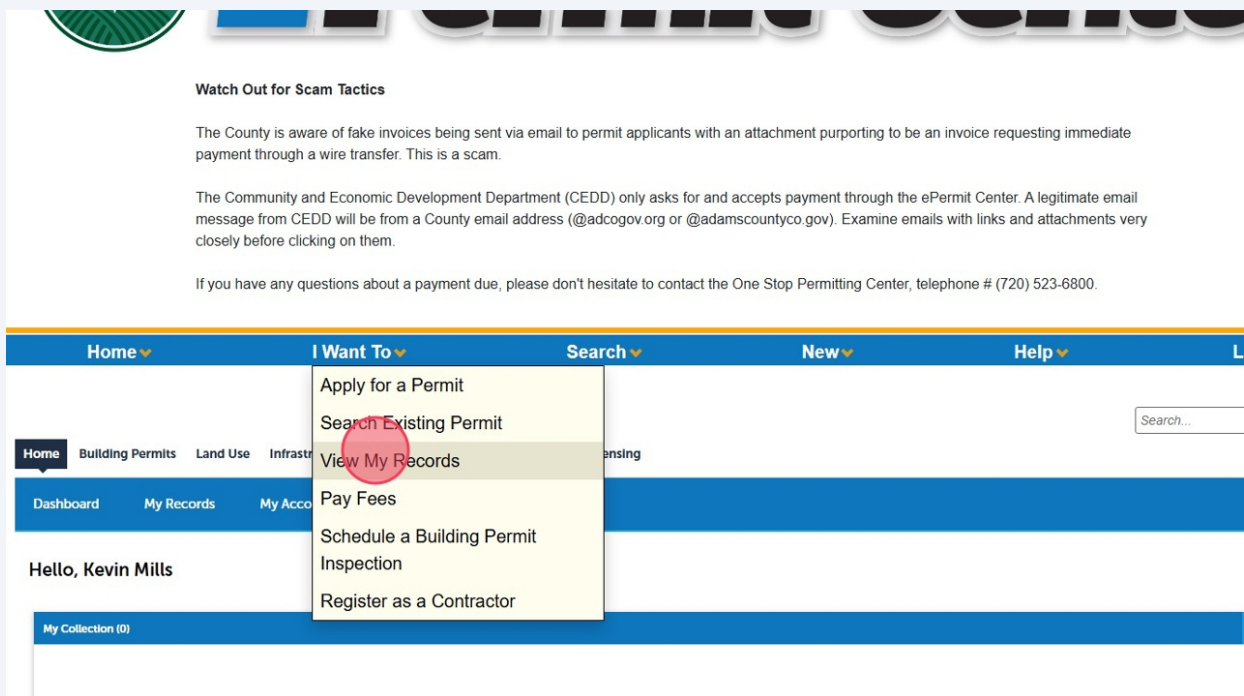
## 5 Click "View My Records"

**Watch Out for Scam Tactics**

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If you have any questions about a payment due, please don't hesitate to contact the One Stop Permitting Center, telephone # (720) 523-6800.



This screenshot is identical to the one above, showing the ePermit Center website. The 'I Want To' dropdown menu is open, and the 'View My Records' option is highlighted with a red circle, indicating the next step in the process.

## 6 Scroll down and click the black triangle next to "Contractor Licensing"

### ▼ Building Permits

Showing 1-10 of 12 | [Download results](#) | [Add to collection](#) | [Copy Record](#)

<input type="checkbox"/>	Date	Record Number	Record Type	Address	Status	Action	Short Notes
<input type="checkbox"/>	09/24/2025	25TMP-009796	Building Permit - Plan Review Required	8001 WASHINGTON ST. - CO 000000000		<a href="#">Resume Application</a>	testtest
<input type="checkbox"/>	08/12/2025	25TMP-008255	Building Permit - Plan Review Required	58880 E 46TH DR, CO		<a href="#">Resume Application</a>	test
<input type="checkbox"/>	08/06/2025	25TMP-008043	Commercial Solar	54950 E 28TH PL, CO		<a href="#">Resume Application</a>	test
<input type="checkbox"/>	07/03/2025	25TMP-006584	Building Permit - Plan Review Required	5915 BROADWAY ST, CO		<a href="#">Resume Application</a>	test
<input type="checkbox"/>	04/29/2025	25TMP-004032	Gas / Plumbing Repair	56491 E COLFAX AVE. - CO 000000000		<a href="#">Resume Application</a>	test
<input type="checkbox"/>	04/11/2025	25TMP-003396	Building Permit - Plan Review Required	32880 E 168TH AVE, CO		<a href="#">Resume Application</a>	test
<input type="checkbox"/>	03/26/2025	25TMP-002749	Residential Siding			<a href="#">Resume Application</a>	test
<input type="checkbox"/>	03/25/2025	25TMP-002727	Residential Reroof	8380 WELBY RD. - CO 000000000		<a href="#">Resume Application</a>	test
<input type="checkbox"/>	03/11/2025	25TMP-002254	Building Permit - Plan Review Required	8553 COOK CT. - CO 000000000		<a href="#">Resume Application</a>	TEST
<input type="checkbox"/>	03/10/2025	25TMP-002194	Building Permit - Plan Review Required	33555 E 152ND AVE		<a href="#">Resume Application</a>	test

< Prev 1 2 Next >

### ► Land Use

### ► Contractor Licensing

Adams County

Community & Economic Development Department  
Adams County Development Standards & Regulations



Community & Economics Development  
4430 S. Adams County Pkwy.

## 7 Click your license number in **Blue**

### ▼ Contractor Licensing

Showing 1-3 of 3 | [Download results](#) | [Add to collection](#)

<input type="checkbox"/>	Date	Record Number	Record Type	Description
<input type="checkbox"/>	07/22/2025	GEN25-0428	General Contractor License	
<input type="checkbox"/>	03/06/2020	GEN20-0166	General Contractor License	
<input type="checkbox"/>	11/07/2019	GEN19-0007	General Contractor License	

Adams County

## 8 Click "Record Info"

[Home](#) [I Want To](#) [Search](#) [New](#) [Help](#)

Search...

[Home](#) [Building Permits](#) [Land Use](#) [Infrastructure Permits](#) [Enforcement](#) **Contractor Licensing**

Create an Application

**Record GEN25-0428:**  
General Contractor License  
Record Status: Withdrawn  
Expiration Date: 07/22/2025

[Record Info](#) [Payments](#)

Work Location

Record Details

**Applicant:**  
Kevin Mills  
11525 Community Center Dr. APT E204  
Northglenn, CO, 80233  
United States  
Primary Phone: 720-523-6800  
kevin.mills.10@cnu.edu

**Project Description:**  
Company Name LLC

[More Details](#)

[Print/View License](#)

## 9 Click "Attachments"

[Home](#) [Building Permits](#) [Land Use](#) [Infrastructure Permits](#) [Enforcement](#) **Contractor Licensing**

Search...

Create an Application

**Record GEN25-0428:**  
General Contractor License  
Record Status: Withdrawn  
Expiration Date: 07/22/2025

[Record Info](#) [Payments](#)

**Record Details**

**Processing Status**

**Related Records**

**Attachments**

**Inspections**

**Applicant:**  
Kevin Mills  
11525 Community Center Dr. APT E204  
Northglenn, CO, 80233  
United States  
Primary Phone: 720-523-6800  
kevin.mills.10@cnu.edu

**Project Description:**  
Company Name LLC

[More Details](#)

[Print/View License](#)

## 10 Click "Add"

Record GEN25-0428:  
General Contractor License  
Record Status: Withdrawn  
Expiration Date: 07/22/2025

Record Info ▾

Payments ▾

### Attachments

The maximum file size allowed is 100 MB.  
ade;adp;bat;chm;cmd;com;cp1;exe;hta;htm;html;ins;isp;jar;jsc;jse;lib;lnk;cmd;mh;mh;html;msc;msp;mst;pht;ppt;scr;sc;shb;sys;vb;vbe;vbs;vxd;wsc;wsf;wsh are disallowed file types to upload.

Name	Record ID	Record Type	Entity Type	Type	Size	Latest Update	Action	Enti
<a href="#">COL.PDF</a>	GEN25-0428	General Contractor License	Record	Certificate of Liability Insurance	144.40 KB	07/22/2025	<a href="#">Actions ▾</a>	Ger GE?
<a href="#">JURISDICTIONAL LICENSE.PDF</a>	GEN25-0428	General Contractor License	Record	Current license from other Colorado jurisdiction	579.43 KB	07/22/2025	<a href="#">Actions ▾</a>	Ger GE?
<a href="#">DRIVERS LICENSE.PDF</a>	GEN25-0428	General Contractor License	Record	Driver's License	577.33 KB	07/22/2025	<a href="#">Actions ▾</a>	Ger GE?

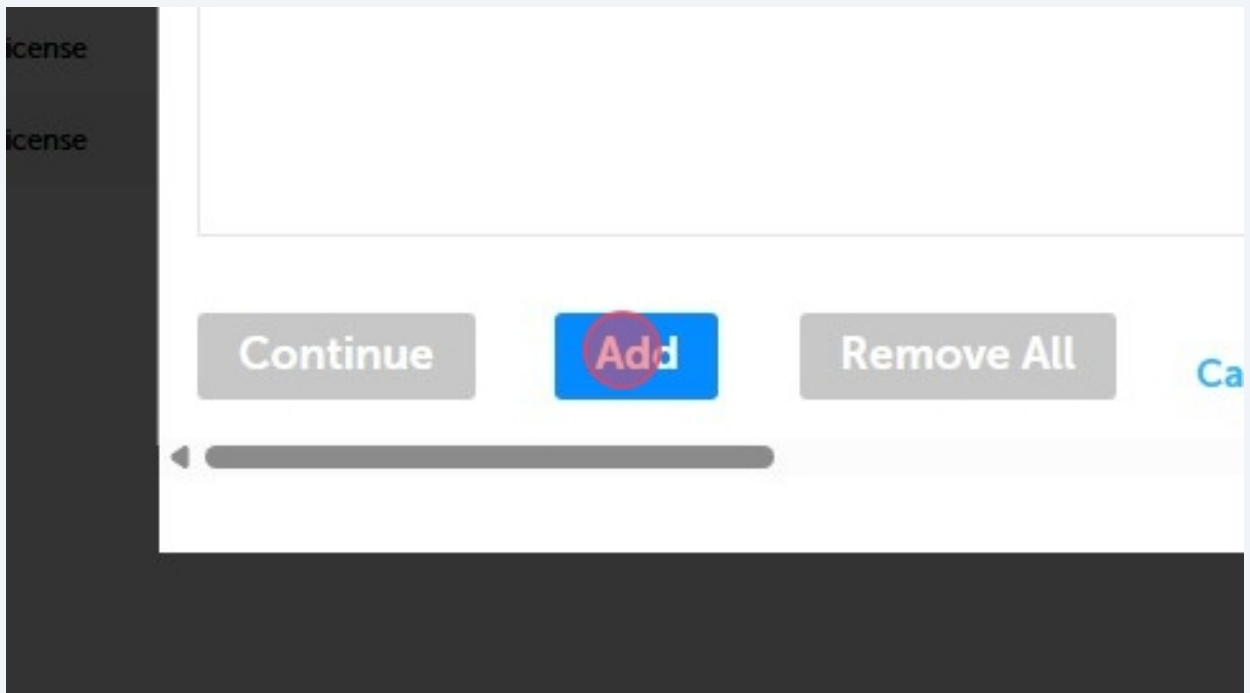
Add

Adams County  
Community & Economic Development Department  
Adams County Development Standards & Regulations

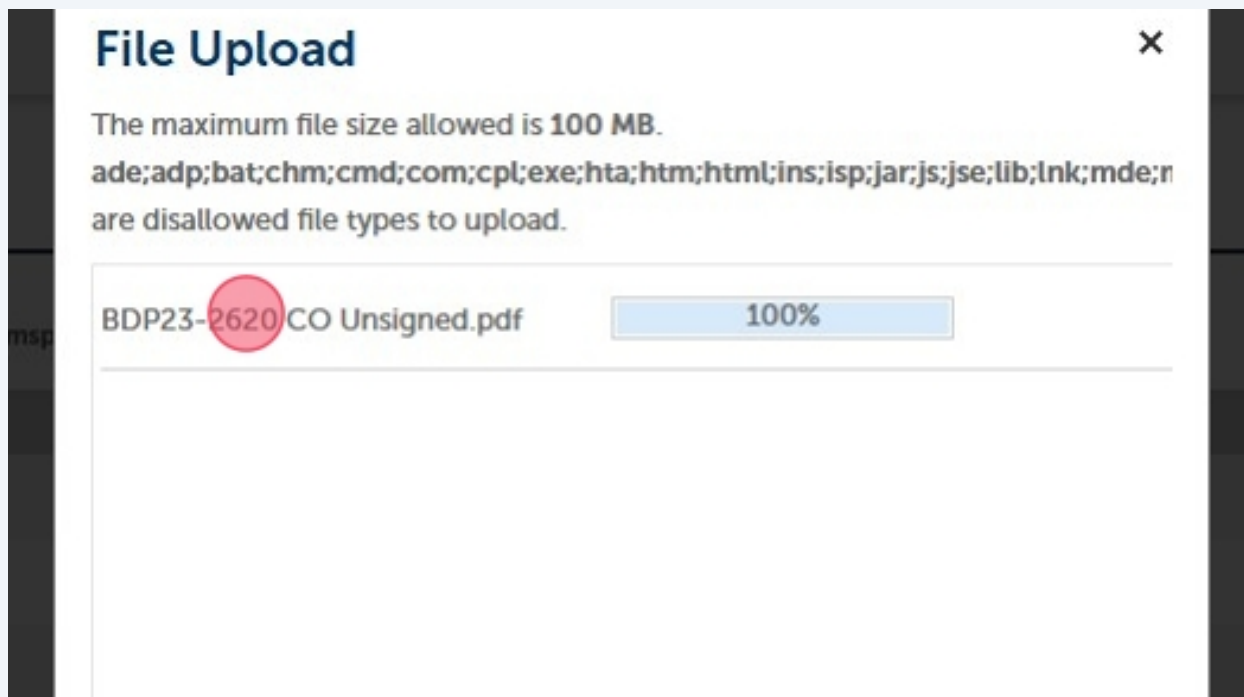


Community & Economics Devel  
4430 S. Adams County Pkwy

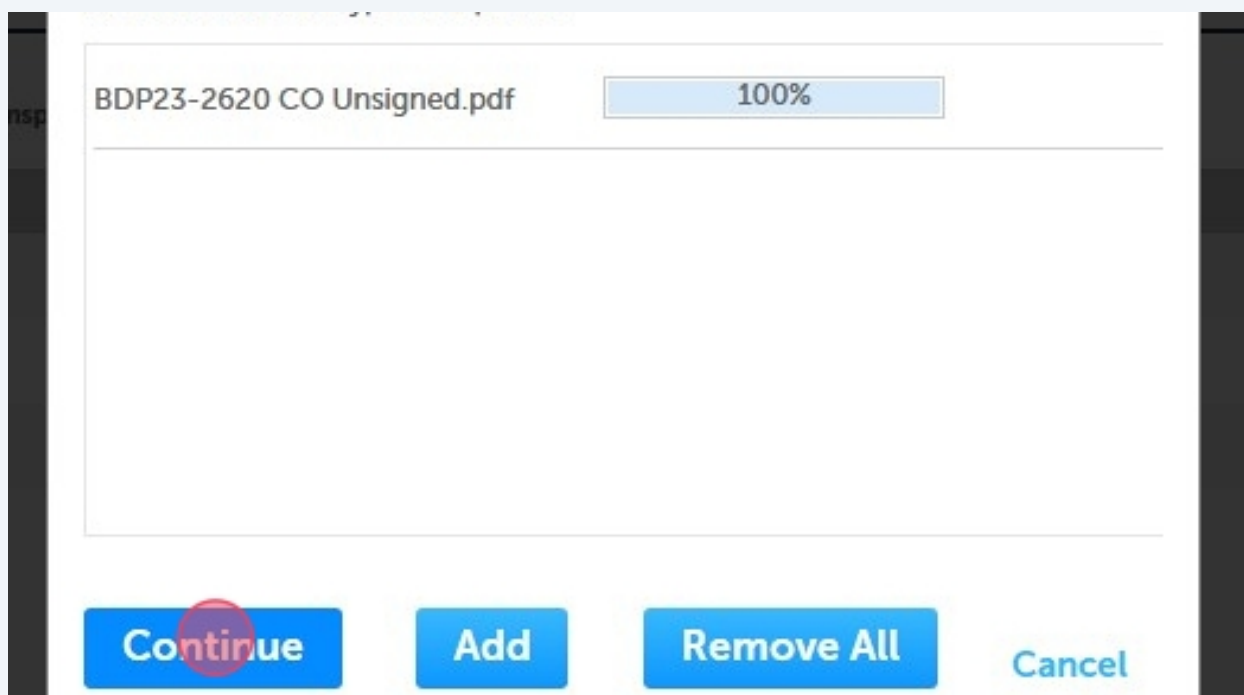
## 11 Click "Add" again.



- 12 Select the file(s) you want to upload, make sure they reach 100%

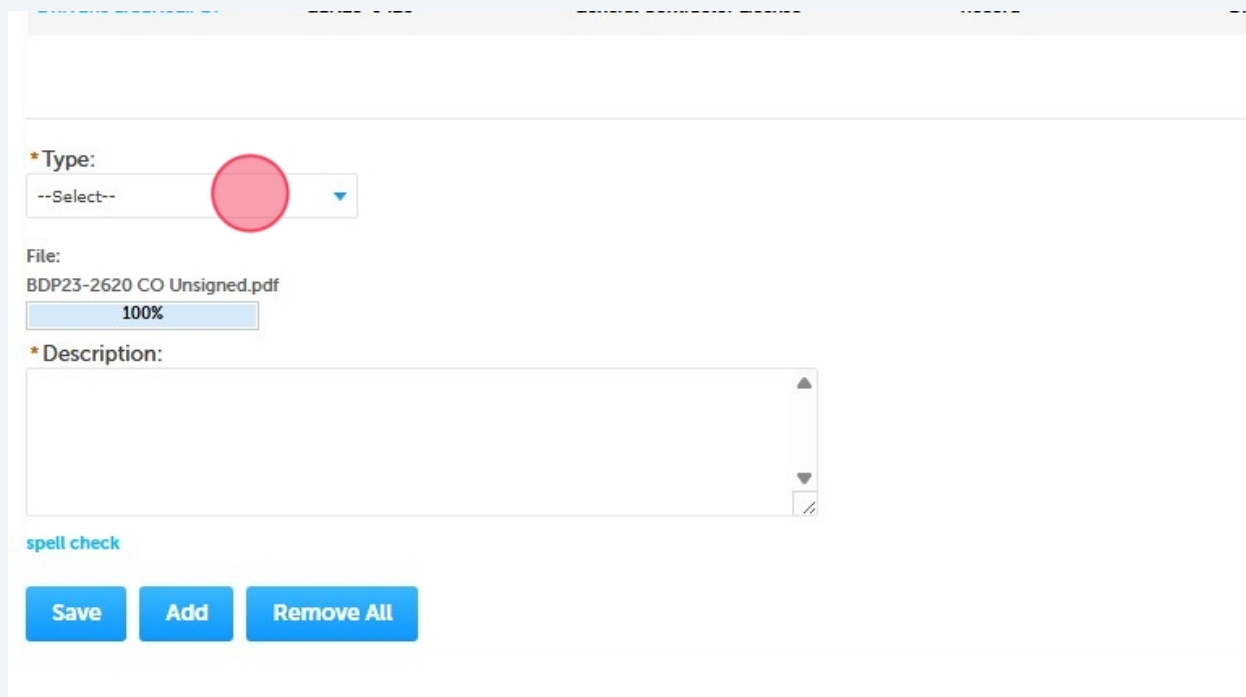


- 13 Click "Continue"





- 14 Select the "**Type**" dropdown to categorize the document.



The screenshot shows a web form for document management. At the top, there is a label "\*Type:" followed by a dropdown menu currently displaying "--Select--". A red circle highlights this dropdown. Below it, the "File:" section shows "BDP23-2620 CO Unsigned.pdf" and a progress bar at "100%". The "\*Description:" section is a large text area. At the bottom left, there is a "spell check" link. At the bottom, there are three blue buttons: "Save", "Add", and "Remove All".

- 15 Select the "**Description**" and type a short description of the document, then hit "**Save**".



This screenshot shows the same interface as the previous one, but with different highlights. The "\*Description:" text area now contains the word "Test". An orange box highlights the top-left corner of this text area, and a large orange arrow points from this box down to the "Save" button. The "Save" button is also highlighted with a red circle. The "Type" dropdown now shows "Current license from other Colorado". The "File:" section remains the same. The "spell check" link and the "Add" and "Remove All" buttons are also visible.



16

The attachment(s) has/have been successfully uploaded. Please email us at [epermitcenter@adamscountycogov.org](mailto:epermitcenter@adamscountycogov.org), or call 720.523. 6800 for confirmation.

**Our system does not automatically notify us when you upload. Contacting us is required to advance your application.**


The Community and Economic Development Department (CEDD) only asks for and accepts payment through the ePermit Center. A legitimate email message from CEDD will be from a County email address (@adcogov.org or @adamscountycogov.org). Examine emails with links and attachments very closely before clicking on them.

If you have any questions about a payment due, please don't hesitate to contact the One Stop Permitting Center, telephone # (720) 523-6800.

[Home](#) [I Want To](#) [Search](#) [New](#) [Help](#)

[Home](#) [Building Permits](#) [Land Use](#) [Infrastructure Permits](#) [Enforcement](#) [Contractor Licensing](#)

Create an Application

 **The attachment(s) has/have been successfully uploaded.**  
It may take a few minutes before changes are reflected.

Record GEN25-0428:  
General Contractor License  
Record Status: Withdrawn  
Expiration Date: 07/22/2025

[Record Info](#) [Payments](#)

Attachments

The maximum file size allowed is 100 MB.  
ade,adp,bat,chg,cmd,com,cpl,exe,hta,htm,html,ins,isp,jar,jse,jsp,lnk,cmd,cht,mhtml,msc,mst,php,pif,scr,scs,shb,sys,vb,vbe,vbs,vxd,wsc,wsf,wsn are disallowed file types to upload.