

How to Apply for a Professional License

<https://amarillotx-energovpub.tylerhost.net/Apps/SelfService#/home>

- Click on “Apply”
- On the drop down click on “All” under Licenses

The screenshot shows the Tyler Citizen Self Service dashboard. At the top left is the Tyler Technologies logo. The navigation bar includes 'Dashboard', 'Apply', 'Home', 'My Work', 'Today's Inspections', 'Map', 'Report', 'Search', and 'Calendar'. The 'Apply' button is highlighted with a red box. Below the navigation bar, there are three main sections: 'PERMITS', 'PLANS', and 'LICENSES'. Under 'LICENSES', the 'All (25)' option is highlighted with a red box.

A Professional License can be searched by:

- Scrolling through the list
- Typing license type in the search bar
- Click on “Apply” to get started

The screenshot shows the Tyler Citizen Self Service 'Application Assistant' page. At the top left is the Tyler Technologies logo. The navigation bar includes 'Dashboard', 'Apply', 'Home', 'My Work', 'Today's Inspections', 'Map', 'Report', 'Search', and 'Calendar'. Below the navigation bar, there is a search bar for application names and keywords, highlighted with a red box. Below the search bar, there are several tabs: 'All', 'Trending', 'My History', 'LICENSES', 'PERMITS', and 'PLANS'. The 'LICENSES' tab is selected. Below the tabs, there are three cards for different license types: 'Commercial Roofing Contractor Registration', 'Demolition Contractor Registration', and 'Electrical Contractor Registration'. The 'Commercial Roofing Contractor Registration' card is highlighted with a red box, and its 'Apply' button is also highlighted with a red box.

Once started, a draft can be saved at any time.

Step 1: Locations

Address is not required but can be added by:

- Click on the plus sign

Apply for License - Residential Roofing Contractor Registration *REQUIRED

1 — 2 — 3 — 4 — 5 — 6
Locations — Type — Contacts — More Info — Attachments — Review and Submit

LOCATIONS

Location

Add Location

+

Create Template Save Draft Next

- Type address into the search and add

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Add Location

Address Parcel

Add Address As

Search Enter Manually

Address Information

Search

Address	Action

- Click "Next"

Step 2: Type

- Make sure the “License Type” is the correct application
- Click “Next”

The screenshot shows the Tyler Citizen Self Service interface. At the top, the Tyler logo and 'Citizen Self Service' are on the left, and 'Good Morning, Building Safety' with a shopping cart icon is on the right. A navigation bar contains 'Dashboard', 'Apply', 'Home', 'My Work', 'Today's Inspections', 'Map', 'Report', 'Search', and 'Calendar'. The main heading is 'Apply for License - Residential Roofing Contractor Registration' with a '*REQUIRED' tag. A progress bar shows six steps: 1. Locations (checked), 2. Type (active), 3. Contacts, 4. More Info, 5. Attachments, and 6. Review and Submit. Under 'LICENSE DETAILS', there is a red-bordered box around the 'License Type' dropdown menu, which is set to 'Residential Roofing Contractor Regist'. Below it is a 'Description' text area and a 'License Holder' dropdown set to 'Building Safety'. At the bottom, there are buttons for 'Back', 'Create Template', 'Save Draft', and 'Next' (highlighted with a red box).

Step 3: Contacts (By default the account owner will be the contractor)

Depending on the contractor type, different contact types may be required.

- To add addition contacts (License Holder, Owner, Manager, etc.)
- Click on the plus sign

The screenshot shows the Tyler Citizen Self Service interface at the 'Contacts' step. The main heading is 'Apply for License - Residential Roofing Contractor Registration' with a '*REQUIRED' tag. The progress bar shows six steps: 1. Locations (checked), 2. Type (checked), 3. Contacts (active), 4. More Info, 5. Attachments, and 6. Review and Submit. Under 'CONTACTS', there is a red-bordered box around an 'Add Contact' button. To the left of the button is a card for the contractor: 'Contractor', 'Building Safety (You)', 'City of Amarillo', '808 Buchanan, Amarillo, TX, 79101'. The 'Add Contact' button has a red-bordered box around its 'Applicant' dropdown menu, which is set to 'Applicant'. A callout box points to the dropdown with the text 'Select type in drop down'. At the bottom, there are buttons for 'Back', 'Create Template', 'Save Draft', and 'Next'.

- **If the contact is the same as the Contractor**
 - Type the name into the search bar
- **Click “Add”**

[◀ Back to Application](#)

Add Contact

Add Contact As License Holder ▾

Search Enter Manually My Favorites

Search Building Safety

Sort Relevance ▾

Favorite	First Name	Last Name	Address	Company	Email	Action
	Building	Safety	808 S Buchanan ST Amarillo TX 79101	City of Amarillo	cityofamarillobs1740@gmail.com	Add

- **To Enter a new contact**
 - Select “Enter Manually”
 - Enter all information with red asterisk
 - Only one phone number is required
- **Click “Submit”**

[◀ Back to Application](#)

Add Contact

Add Contact As License Holder ▾

Search Enter Manually My Favorites

Enter Manually

First Name

Last Name

Company Name

Email

Home Phone

Mobile Phone

Business Phone

Submit

After the all contacts are added, click “Next”

Step 4 : More Info (Will vary, depending on the type of license)

- Click on “Add Row” (a small window will open)
- Enter information
- Click Next

Apply for License - Residential Roofing Contractor Registration

*REQUIRED



MORE INFO

General Information

[Top](#) | [Main Menu](#)

Insurance Information Details

At least one row of information is required. Click +Add Row to begin.

+ Add Row

Insurance Company	Policy Number	Amount	Effective Date	Expiration Date	Date Received	Inactive

Bond Information Details

+ Add Row

Bond Company	Policy Number	Amount	Effective Date	Expiration Date	Date Received	Inactive

[Back](#) [Create Template](#) [Save Draft](#) **[Next](#)**

- After filling in information click “Update”

Apply for License - Residential Roofing Contractor Registration

*REQUIRED

Locations Type Attachments Review and Submit

MORE INFO

General Information

Insurance Information Details

At least one row of information is required. Click +Add Row to begin.

+ Add Row

Update Cancel

Insurance Company	Policy Number	Amount	Effective Date	Expiration Date	Date Received	Inactive
						No

Step 5: Attachments

- Add all required attachments. **(Cannot use file more than one time)**
- Will only accept PDF
- Click on plus sign to add document

Apply for License - Residential Roofing Contractor Registration *REQUIRED

Locations Type Contacts More Info Attachments Review and Submit

Attachments

\$20,000 Surety Bond

Add Attachment

+

Supported: .pdf, .jpg, .png, .jpeg, .gif, .tiff, .doc, .docx, .xls, .xlsx, .text

REQUIRED

\$300,000 General Liability Insurance...

Add Attachment

+

Supported: .pdf, .jpg, .png, .jpeg, .gif, .tiff, .doc, .docx, .xls, .xlsx, .text

REQUIRED

\$20,000 Surety Bond

Add Attachment

+

Supported: .pdf, .jpg, .png, .jpeg, .gif, .tiff, .doc, .docx, .xls, .xlsx, .text

[Back](#) [Create Template](#) [Save Draft](#) [Next](#)

Step 6: Review and Submit

- Review all information
- Click "Submit"

Apply for License - Residential Roofing Contractor Registration *REQUIRED

Locations Type Contacts More Info Attachments Review and Submit

[Submit](#)

Locations

Basic Info

Type	Residential Roofing Contractor Registration
Description	
Applied Date	04/27/2021
License Holder	Building Safety

Contacts

Contractor	Building Safety City of Amarillo 808 S Buchanan ST, Amarillo, TX., 79101
License Holder	Building Official

After submitting, a message will appear stating the application was successfully submitted.

To Pay Fee Online

- Click on “Add to Cart”

The screenshot shows the Tyler Citizen Self Service interface. At the top left is the Tyler logo and 'Citizen Self Service'. At the top right, it says 'Good Afternoon, Building Safety' and shows a shopping cart icon with '0'. A dark navigation bar contains links: Dashboard, Apply, Home, My Work, Today's Inspections, Map, Report, Search, and Calendar. The main content area features a green checkmark icon and the text: 'Your application was successfully submitted! Your application has been submitted for review.' Below this is a blue button labeled 'Continue to license'. To the right, a white box titled 'Fees' displays '\$51.00' and two buttons: 'View Details' and 'Add to Cart'. The 'Add to Cart' button is highlighted with a red rectangle.

- Invoice will appear, click on “Check Out”

The screenshot shows the Tyler Citizen Self Service shopping cart page. At the top left is the Tyler logo and 'Citizen Self Service'. At the top right, it says 'Good Afternoon, Building Safety' and shows a shopping cart icon with '1'. A dark navigation bar contains links: Dashboard, Apply, Home, My Work, Today's Inspections, Map, Report, Search, and Calendar. Below the navigation bar is a blue link labeled 'Back' and the text 'Shopping Cart'. The main content area features a table with the following data:

Case Number	Project	Case Address	Amount Due
RRCON-000207			\$51.00

Below the table, there is a 'Remove' button. To the right of the table, the text 'Total \$51.00' is displayed above a blue button labeled 'Check Out', which is highlighted with a red rectangle. At the bottom right, the text 'Top | Main Menu' is visible.

- Then enter credit card information.

Continue onto Professional License

An email will be sent when the professional license is issued or if there is an issue with the application an email stating the error will be sent.

After the professional license is issued:

- The license number is shown
- The status of “Issued” is shown
- The license can be printed by clicking on the printer icon
- Expiration date is also visible

The screenshot shows the Tyler Technologies Citizen Self Service portal. The top navigation bar includes the Tyler Technologies logo, the text "Citizen Self Service", and a user greeting "Good Afternoon, Building Safety". A shopping cart icon with "1" is visible. The language is set to "English (United States)". The main navigation menu includes Dashboard, Apply, Home, My Work, Today's Inspections, Map, Report, Fee Estimator, Search, and Calendar. The main content area displays the license details for "RRCON-000207". The license holder is "Building Safety", the license type is "Residential Roofing Contractor Registration", and the applied date is "04/27/2021". The district is not specified, the account number is not specified, and the period start date is "04/27/2021". The issued by is "Administrator, System", the status is "Issued", and the expiration date is "04/27/2022". The description is not specified. Below the license details are tabs for Locations, Fees, Inspections, Attachments, Contacts, and More Info. The Locations tab is selected, showing "No records to display". A printer icon is highlighted in the top right corner.

License Number: RRCON-000207

Printer icon

License Details

License Holder:	Building Safety	License Type:	Residential Roofing Contractor Registration	Applied Date:	04/27/2021
District:		Account Number:		Period Start Date:	04/27/2021
Issued By:	Administrator, System	Status:	Issued	Expiration Date:	04/27/2022
Description:					

Locations | Fees | Inspections | Attachments | Contacts | More Info

Locations | Next Tab | License Details | Main Menu

Locations

No records to display

All information enter may also be seen by clicking on:

Tabs: (Cannot be changed after submitted)

- **Location: Business Address**
- **Fee: All fees due or paid**
- **Inspections: N/a to professional license**
- **Attachments: Bonds, Insurance, or State/Id (Additional attachments can be added at any time)**
- **Contacts: Active contacts on that specific license**
- **More Info: Any info entered (Insurance Info, Bond Info, etc.)**