



# Claim your Trade License

User Guide [Ver. 2.0]

When claiming your trade license in this system, please note that your license number has changed.

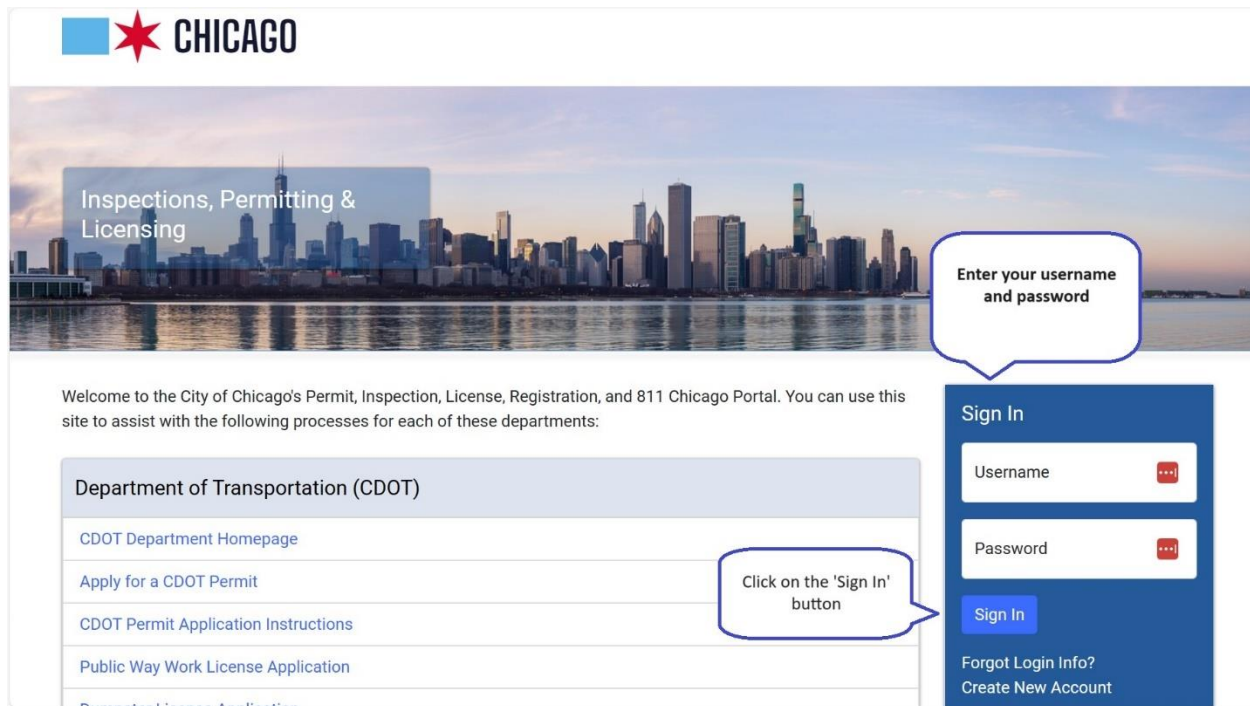
The numeric portion of your license number is the same, however if there were less than 6 digits in your old license number, you must drop the letters and add zeros to the left side until there are 6 digits. For example, if your old number was "AB1234" drop the letters and add zeros to get "001234". If your old license number was "AB27" drop the letters and add zeros to get "000027".

Your license number also has a new 4-letter prefix based on the license type:

License Type	Old Prefix	New Prefix
Stationary Engineer	EN	BBRI
Crane Operator	CR	BCRI
Crane Operator Apprentice	CRA	BCRA
Supervising Elevator Mechanic	EVM	BEVS
Elevator Mechanic Contractor	EVCO	BEVC

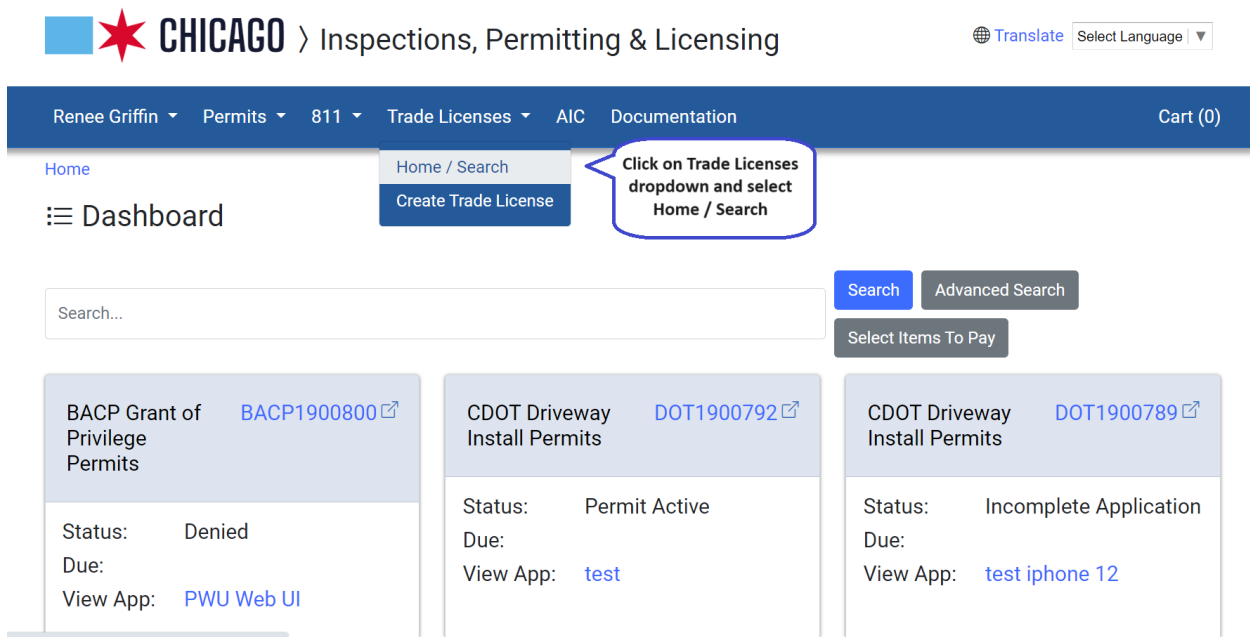
There is no space between the prefix and the numeric portion of the new license number. For example, "EVM7" is now "BEVS000007".

Enter your user ID and password.  
Click on the Sign In button.



Once you have logged in, you will be taken to the Web Portal Dashboard. If you have previously applied for any permits, they would show up here.

To claim your license, you will need to click on the Trade Licenses dropdown and select Home / Search.



This will take you to the Trade Licenses page.

To search for your license, you will need to select the License Type drop-down to select the license you are looking for.

## Trade Licenses

Using this system, you can apply for and renew several types of trade licenses issued by the City of Chicago. Not all trade license types are available in this system currently. The Department of Buildings maintains information about [how to apply for and renew all types of trade licenses](#) issued by the City of Chicago. For more information about City of Chicago business licenses, visit the [City of Chicago Small Business Center](#).

*\*Required Information*

Search for My Trade License

If you already have the existing license renewal. License type

Click on License Type dropdown and select your license type

License managed in this license types are currently in the dropdown.

Enter in your License Number

License Type Stationary Enginee \*

License Number BBRI203673 \*


Last Name Griffin \*

Last 4 of SSN 1234 \*

Search Click Search Button Enter your Last Name Enter Last 4 digits or your Social Security Number

Apply for Trade License

Using this system, you can apply for several types of trade licenses. If you need assistance with the application process you can refer to this document: [Online Trade License Application Guide](#).



If the type of license you are looking for is not available here, consult the City of Chicago's [guide to applying for trade licenses](#).

Create

After you have selected your License Type, enter your License Number, Last Name and Last 4 of SSN. (Social Security Number)

When the information has been entered, click on the Search button.

When the web portal has completed the search, you will get a message stating your trade license was found and you will have a button that will state this is my license.

### Search for My Trade License

If you already have type of City of Chicago trade license managed in this system, you can associate the existing license with your online account. Not all license types are currently enabled for online renewal. License types that are available are listed in the dropdown.

License Type	Stationary Engineer ▾ *	License Number	BBRI157825 *
Last Name	Griffin *	Last 4 of SSN	9999 *
<button>Search</button>			

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If the type of license you are looking for is not available here, consult the City of Chicago's [guide to applying for trade licenses](#).

Create

### Search Results

Click This is my License to claim your trade license

License Number	Type	Contact	Last Name
BBRI157825	Stationary Engineer Trade Licenses	Tester Griffin 1234 test ave Chicago, IL, 60610	Griffin

This is my License

Click on the “This is my license” button to claim your trade license.

After clicking the “This is my license” button, you will get a confirmation message with the information associated with you as the applicant and you as the Trade License holder. If all information is correct, Select the confirm button.

Confirm This Is Your License

×

The following is the contact information on the Trade License you are claiming:

<b>Name</b>	Tester Griffin
<b>Address</b>	1234 Test Ave Chicago, IL, 60610
<b>Phone</b>	(312)999-9999
<b>Email</b>	test13@test.com

The following is the contact information of the account you are currently logged in as:

<b>Name</b>	Tester Griffin
<b>Address</b>	1234 Test Ave Chicago, IL, 60610
<b>Phone</b>	(312)999-9999
<b>Email</b>	test13@test.com

Note that by claiming this license, the contact information at top on the license will be the contact information at the bottom.

Click the Confirm button if information is correct

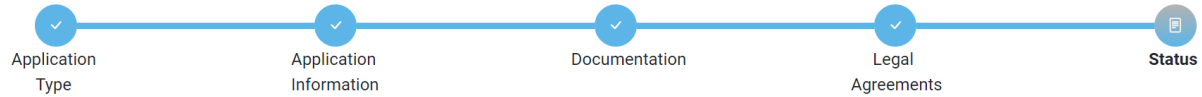
Cancel

Confirm

Once you have confirmed all information is correct, it will associate the license to your Login ID and will take you to your License Status page.

## Stationary Engineer Trade Licenses

(Application Number - BBRI114669)



### Application Information:

- Your license is currently active and will be available for renewal at the renewal date listed below.

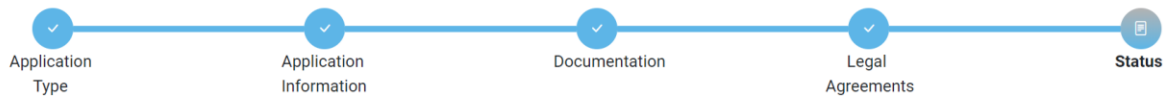
### Summary

Application Type	Stationary Engineer Trade Licenses
License Category	
Status	Active

All information from your application will be on this page. This page will also tell you if your license is active, inactive, closed or in the renewal cycle. The Application Information section will let you know if anything is needed at this time.

## Stationary Engineer Trade Licenses

(Application Number - BBRI114669)




### Application Information:

- Your license is currently active and will be available for renewal at the renewal date listed below.

You will receive an email notification when your License is up for renewal.

Next time you log in, your Trade License will be on your dashboard. You just click on the number to open it.

 > Inspections, Permitting & Licensing

[Translate](#) [Select Language](#)

Tester Griffin ▾ Permits ▾ 811 ▾ Trade Licenses ▾ AIC Documentation Cart (0)

[Home](#)

# Dashboard

Search...

Click on the license number to open your license

[Search](#) [Advanced Search](#)

[Select Items To Pay](#)

Stationary Engineer License

[BBRI114669](#)

Status: License Active

Due:

View App: [BBRI114669](#)