Renewing Licenses Online

The City of Spokane Department of Building Services is happy to announce that **Gas Heating Mechanic** and **Boiler Operator Licenses** can now be paid through our **Online Permit System**. Read on to learn how!

1. To pay these license types online, visit [www.spokanecity.org/permits](http://www.spokanecity.org/permits).

2. From the **Online Permit System** home page, select the **Search City Permit Records** link to be taken to the **General Search** form:

   **What would you like to do today?**
   To get started, select one of the services listed below:

<table>
<thead>
<tr>
<th>Building</th>
<th>Complaints</th>
</tr>
</thead>
<tbody>
<tr>
<td><a href="#">Search City Permit Records</a></td>
<td><a href="#">Search Complaints</a></td>
</tr>
<tr>
<td><a href="#">Schedule an Inspection</a></td>
<td></td>
</tr>
</tbody>
</table>

3. From the **General Search** form, enter your license # in the **Record Number** field then scroll down and click the **Search** button.
Enter the license # from the Renewal Notice here.

Then scroll down and click the Search button.

4. Select **Pay Fees** from the right side of the Record List that displays:

<table>
<thead>
<tr>
<th>Date</th>
<th>Record Number</th>
<th>Record Type</th>
<th>Project Title</th>
<th>Address</th>
<th>Expiration</th>
<th>Status</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>10/01</td>
<td>B13L1234-1STC</td>
<td>1st Class Boiler Operator</td>
<td>GEORGE WASHINGTON (1STC)</td>
<td>12/31/2013</td>
<td>Pending</td>
<td>Pay Fees</td>
<td></td>
</tr>
</tbody>
</table>
5. Press the **Continue Application** button after verifying the fees:

<table>
<thead>
<tr>
<th>Application Fees</th>
<th>Qty.</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>First Class Boiler Operator</td>
<td>1</td>
<td>$48.00</td>
</tr>
</tbody>
</table>

**TOTAL FEES**
Please review fees for accuracy before proceeding to payment.

Note: This does not include additional inspection fees which may be assessed later.

$48.00

6. Then, enter your credit card information and **Submit**.

7. **Great Job!!** The **Print/View Record** option that follows will provide a receipt for your transaction and a copy of the license will be sent in the mail. 😊