



Renew your Local License

Annual Local License Renewal

You have three ways in which to renew your local license with the City of Spokane.

Option 1: Do everything online

- You will need to become a registered user online.
- Apply for an online account at <https://aca.spokanepermits.org>.
- Click on the License tab and then "Apply for" or "Renew a License".
- For renewals, enter your current license number when prompted.
- Verify that your license is correct and proceed through application.
- A link to print your renewed license will be emailed to you. The printed card should be carried with you when working or posted as noted.

Option 2: Renew and update your license online – pay & pick up your license at Spokane City Hall

- Option 2 or Option 3 should be used when you are not able to pay with a credit/debit card online or do not have the ability to print your license.
- Renew your license online and stop before you make your payment.
- Come to Spokane City Hall, 808 W. Spokane Falls Blvd., 3rd Floor. You will need an accepted payment of Visa, MasterCard, cash or check.

Option 3: Come to the Spokane City Hall, 808 W. Spokane Falls Blvd., 3rd Floor

- Option 2 or Option 3 should be used when you are not able to pay with a credit/debit card online or do not have the ability to print your license.
- License renewals for the next year are available after October 15th.
- Pay for your renewal and we will print your new license.
- You will need an accepted payment of Visa, MasterCard, cash or check.

Please call us at (509) 625-6999 or email us at: PermitTeam@spokanecity.org if you need assistance.