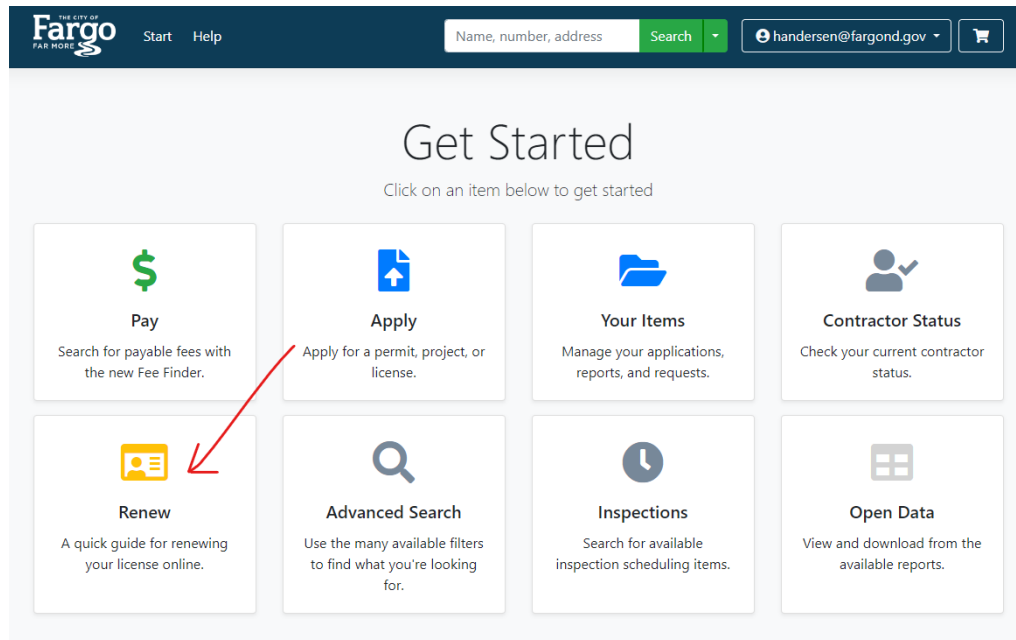


# How Do I Renew My Heating License?

Step 1: Go to the Permit Portal. ( <https://permits.fargond.gov/> )

Step 2: Log in to your account.

Step 3: Click on “Renew.”



Step 4: Find your license and click “Renew.”

Step 5: Confirm your information and click “Save and Continue.”

- Journeyman’s = There are no required documents before submitting.
- Master’s = You must supply your new ICCOI (Certificate of Liability Insurance).
  - o Make sure you have the new policy expiration date listed for each policy.
  - o The “Certificate Holder” should have City of Fargo listed.
  - o Example of ICCOI is available on the next page.



## Step 6: Save your referral code for reference.

**Fargo** THE CITY OF FAR MORE  
Start Help

Name, number, address Search

handersen@fargond.gov

### Congratulations!

Your application has been submitted successfully.  
A member of our team will review your submission and may contact you directly to collect additional information.

Your reference code is: **A7EVQ2** for your new Journeyman Heating.

Print Summary Your Items

#### Rate your experience

☆☆☆☆☆

Comment (250 characters)  
Provide any additional feedback here (Optional)

Send Feedback

## Step 7. Over the next few business days, check your emails for an “Approval” notification.

Reply Reply All Forward

Fri 1/5/2024 9:55 AM

**fargo@davengis.net**

**Your License Application Status Has Changed**

To Hanna Andersen

**CAUTION: This email originated from an outside source. Do not**

Dear Hanna Andersen,

The status of your Journeyman Heating license, L24JMH-0308, has changed. The current license status is:

**Approval**

If your current status is **Approved**, you can now make a payment using the link below or by visiting us at City Hall.

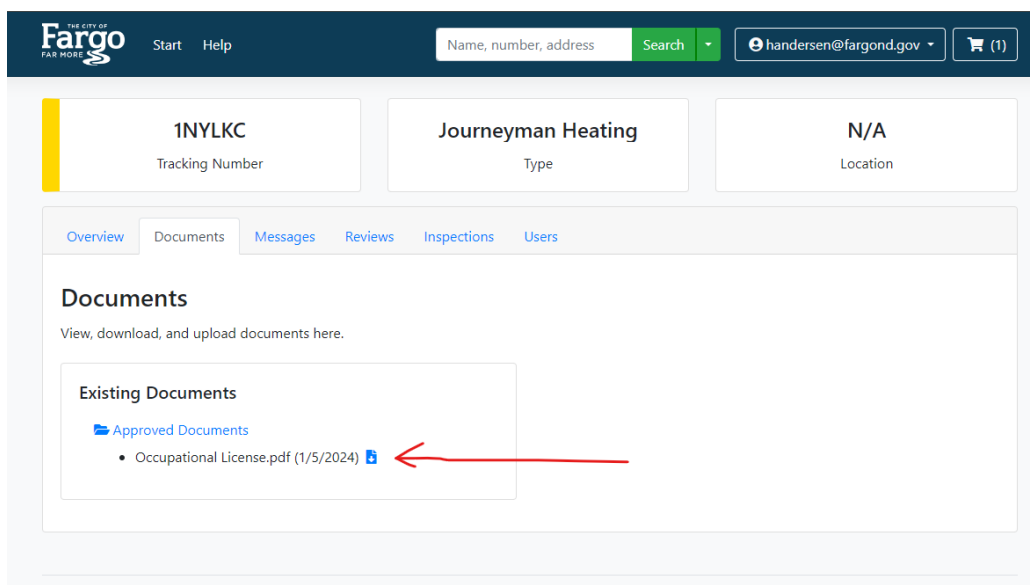
- Your license must now be at the Approved status.
- Use the link below to login to Fargo LAMA Web
- <https://permits.fargond.gov/>
- Click on the Icon “Pay”
- In the following page use the Fee Finder search field to find and pay the fee.

Step 8: Log back into your account to pay for the license.

- You can follow the instructions from your email, OR you can log into your account and go to “My Items.”
- Then, click “Pay Fees” under the license number and follow the payment prompts.

Step 9: You should now be able to find your license in “Your Items”

- In “My Items,” click “View” under the license number.
- Then, click “Documents”
- Download your occupational license.



The screenshot shows the Fargo City website interface. At the top, there is a dark blue header with the Fargo logo, navigation links for 'Start' and 'Help', a search bar with the placeholder text 'Name, number, address', a user profile dropdown for 'handersen@fargond.gov', and a shopping cart icon with '(1)'. Below the header, there are three white boxes: '1NYLKC' (Tracking Number), 'Journeyman Heating' (Type), and 'N/A' (Location). A navigation bar below these boxes contains tabs for 'Overview', 'Documents', 'Messages', 'Reviews', 'Inspections', and 'Users'. The 'Documents' tab is selected, and the page title is 'Documents'. Below the title, there is a sub-header 'Existing Documents' and a list of documents. The first document is 'Occupational License.pdf (1/5/2024)', which is highlighted with a red arrow pointing to it.

You should keep a copy of your license with you at all times when working. This is an example of what you will download.



Auditor's Office  
225 North 4<sup>th</sup> Street  
Fargo, ND 58102  
(701) 241-1304 Fax: (701) 241-8184

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## CITY OF FARGO OCCUPATIONAL LICENSE

*This is to certify that:*

**Hanna Andersen**

has paid the license fee and otherwise complied with the ordinances of the

**CITY OF FARGO**

and has been duly licensed the following:

**Journeyman Heating**

This license will expire on **12/31/2026** or may be sooner  
revoked or cancelled.



License No.: L24JMH-0307

License Fee: \$0.00

Date Approved: 1/5/2024

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*Licensee, for paper copy of license cut on dashed lines below.*

License Type: Journeyman Heating	
Licensee: Hanna Andersen	
License No.: L24JMH-0307	
Expiration Date: 12/31/2026	
Mechanical Inspector:	
City Auditor:	