



Click2Gov Business Tax Receipt & Contractor License Renewals Guide

City of Fort Pierce

City Clerk's Office

Phone: 772-467-3065

www.cityoffortpierce.com



1. Visit <http://www.cityoffortpierce.com/140/City-Clerk> and click On-Line Renewals found on the left side of the page.
2. Once you click on the Click2Gov logo at the bottom, the landing page will display as illustrated below.
3. Click on Renew License or BTR

THE SUNRISE CITY
FORT PIERCE
Florida

Home
License Search
Renew License or BTR
Accessibility
New User
Login
Contact Us

Welcome to Fort Pierce **Click2Gov** Business Licenses.

Enables citizens to complete routine tasks associated with Business Tax Receipts and Contractor Licensing.

Citizens can search for licenses, renew licenses, and pay for them.

4. The Renew License or BTR screen will display

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Renew License or BTR

* = Required

* Renew Type:

* License Number:

* Pin:

Search

All payments after 3pm will be processed the next business day.

BTR or contractor license will be renewed contingent on document verification, if applicable.

5. Renew type: Single License
6. Enter License Number from your renewal notice (example: 19 00012345)
7. Enter PIN (you will find this on your annual renewal notice)
8. Click Search
9. Verify the license or BTR information
10. Click Renew License or BTR



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License Information

License Name:	<input type="text"/>	License Number:	<input type="text"/>
Owner:	<input type="text"/>	Renew To Year:	20
Business Control:	<input type="text"/>	Classification:	ELEC
License Address:	LICENSE ADDRESS FT PIERCE, FL 34950		
License Status:	FIRST RENEWAL MAILED	Issue Date:	08/28/2018
Renew/Transfer Date:		Renew Thru Date:	09/30/2019

[Renew License or BTR](#)

[Cancel](#)



11. Review Renewal Information, Click Continue



- Home
- License Search
- Renew License or BTR**
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Review Renewal Information

* = Required

License Name:	<input type="text"/>	License Number:	<input type="text"/>
Owner:	<input type="text"/>	Renew To Year:	20
Business Control:	<input type="text"/>	Classification:	ELEC
License Address:	LICENSE ADDRESS FT PIERCE, FL 34950		

Please carefully review and adjust the Gross Receipts below for this license.

* **Renewal Period:**

Continue

12. Verify the Quantity (1) Click Continue



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Additional Charges

License Name: [Redacted]

License Number: [Redacted]

Owner: [Redacted]

Renew To Year: 20

Business Control: [Redacted]

Classification: ELEC

License Address: LICENSE ADDRESS FT PIERCE, FL 34950

Please carefully review and adjust the Additional Charges below for this License

Total \$25.00

SERVICE USER FEE

Quantity ✓

Unit Charge \$25.00

Total \$25.00

Continue



13. Review Additional Requirements and make sure they are up to date. If they are not updated, please update the Document Number & Expiration Date. Please email proof of the required documentation to cityclerk@cityoffortpierces.com

*** Please note that you will not be mailed your competency card or business tax receipt until we verify the required information.

14. Click to Continue



- Home
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Additional Requirements

* = Required

License Name:	<input type="text"/>	License Number:	<input type="text"/>
Owner:	<input type="text"/>	Renew To Year:	20
Business Control:	<input type="text"/>	Classification:	ELEC
License Address:	LICENSE ADDRESS FT PIERCE, FL 34950		

Please carefully review and adjust the Additional Requirements below for this License

LIABILITY INSURANCE	STATE LICENSE-CONTRACTOR
* Document Number: <input type="text" value="CPP10004048002"/>	Document Number: <input type="text" value="EC0000140"/>
* Expiration Date: <input type="text" value="04/01/2021"/>	Expiration Date: <input type="text" value="08/31/2020"/>
WORKMAN'S COMP INSURANCE	
* Document Number: <input type="text" value="001WC16A59571"/>	
* Expiration Date: <input type="text" value="04/01/2021"/>	



15. Review charges and Click Pay Bill



- Home
- License Search
- Renew License or BTR**
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Amount Fixed

License Name: [REDACTED] License Number: [REDACTED]
Owner: [REDACTED] Renew To Year: 20
Business Control: [REDACTED] Classification: ELEC
License Address: LICENSE ADDRESS FT PIERCE, FL 34950

Charges

Exemption: \$0.00
Transaction Date: 06/18/2020
Renewal Charge: \$0.00
Penalty Charge: \$0.00
Additional Charges: \$25.00
Interest Charge: \$0.00
Less: Exemption: \$0.00
Less: Paid:
Total Charges: \$25.00

[Pay Bill](#)





16. Enter Payment Information. Click Continue



THE SUNRISE CITY
FORT PIERCE
Florida

- Home
- License Search
- Renew License or BTR
- Accessibility
- New User
- Login
- Contact Us

- 1. Payment**
- 2. Charges
- 3. Review
- 4. Receipt

Payment Information

* = Required

Please complete the fields below with your payment information. The cardholder name must appear exactly as it does on your credit card. Also, be sure to use the billing address of the credit card as it appears on your statement.



Card Details

* Card Number:

* Expiration Date:

* Card Security Code:

Cardholder Name

* First Name:

Middle Initial:

* Last Name:

Billing Address

* Address One:

Address Two:

* City:

* State:

* ZIP Code:

Continue



17. Review Payment and Charge Information and click Submit



- Home
- License Search
- Renew License or BTR
- Accessibility
- New User
- Login
- Contact Us

1. Payment 2. Charges 3. Review 4. Receipt

Review Payment and Charge Information

Bill To: [Redacted]
Billing Name: [Redacted]
Billing Address: [Redacted]
Total Amount Due: \$25.00

Application Fees

Fee	Amount
[Redacted]	\$25.00
Total Application Fees	\$25.00

Showing 1 to 1 of 1 entries

[Back](#) [Submit](#)

[Cancel](#)



18. Payment Receipt will display

Home

License Search

Renew License or BTR

Accessibility

New User

Login

Contact Us

1. Payment 2. Charges 3. Review 4. Receipt

Payment Receipt

Thank you for your payment.

Transaction Results

Transaction Status: Success

Authorization Code: [REDACTED]

Reference Number: [REDACTED]

Payment Method

Charged To: [REDACTED]

Account Holder: [REDACTED]

Billing Address: [REDACTED]

Transaction Overview

Total Amount: \$25.00

Payment Date: [REDACTED]

Charge Details

Charge Description	Amount
[REDACTED]	\$25.00
Total	\$25.00

[Go back and pay for a different account.](#)



19. If you have other license that you need to pay, click on Go back and pay for a different account.

Please note that you will be mailed your competency card or business tax receipt withing 5 business days after the online renewal.