

# Brevard County Planning & Development

## How to add a License to your BASS User Account

**NOTE:** In order to add a Contractor License to your account you must be a registered user and provide the necessary documents to Contractor Licensing for approval.

[See last page for requirements.](#)

**BASS Website:** [www.brevardfl.gov/BASS](http://www.brevardfl.gov/BASS)

For Technical issues contact [AccelaSupport@BrevardFL.gov](mailto:AccelaSupport@BrevardFL.gov)

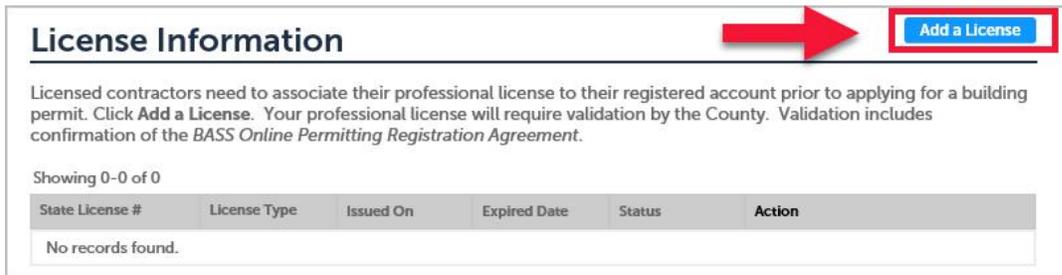
1. Verify your **License Record** is active and up-to-date

Visit BASS website and follow *Helpful Links: Verify License*. If no record is found, contact Contractor Licensing at [contractorlicensing@brevardfl.gov](mailto:contractorlicensing@brevardfl.gov) or call (321) 633-2058, option 4, option 6.

2. Login to your account on BASS and click **My Account**



3. Scroll to the License Information section and click **Add a License**



4. Select **License Type**, enter **License Number** and click **Find License**

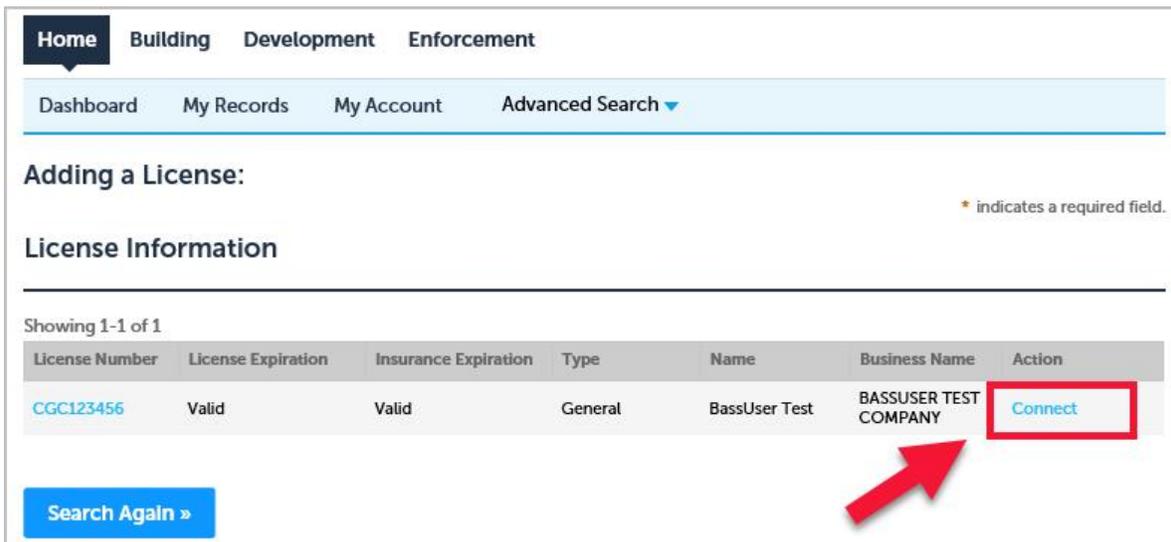


**License Information**

\* License Type: General      \* License Number: CGC123456

**Find License**

5. Click **Connect**



Home Building Development Enforcement

Dashboard My Records My Account Advanced Search

**Adding a License:** \* indicates a required field.

**License Information**

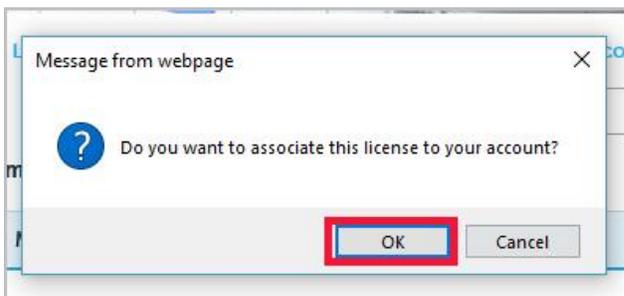
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License Number	License Expiration	Insurance Expiration	Type	Name	Business Name	Action
CGC123456	Valid	Valid	General	BassUser Test	BASSUSER TEST COMPANY	<b>Connect</b>

**Search Again »**

6. Click **OK** in pop-up message box

Do you want to associate this license to your account? Click OK.



7. Your License is now **pending approval** by the Contractor Licensing staff

A message displays your license number and professional license has been added to your account, pending approval. Under License Information the status will show **Pending**. Approval by Contractor Licensing may take a few days, pending review of required documents and license record. [See last page for requirements.](#)

The screenshot shows the user interface of the BASS Online Permitting Registration Agreement. At the top, there is a navigation bar with 'Home' selected, and other options: 'Building', 'Development', and 'Enforcement'. Below this is a secondary navigation bar with 'Dashboard', 'My Records', 'My Account', and 'Advanced Search'. A prominent green message box with a checkmark icon states: 'CGC123456 professional license added successfully to your account. This license is pending approval by Contractor Licensing staff.' Below the message, the 'Manage Your Account' section shows account information and an 'Edit' button. The 'Account Type' is listed as 'Licensed Professional Account'. The 'Login Information' section includes fields for User Name (Bass.User123), E-mail (testbassuser@gmail.com), Password (\*\*\*\*\*), and Security Question (car). Below this is the 'License Information' section, which includes an 'Add a License' button and a table of licenses. The table has columns for State License #, License Type, Issued On, Expired Date, Status, and Action. The row for license CGC123456 shows a status of 'Pending', which is highlighted with a red box.

State License #	License Type	Issued On	Expired Date	Status	Action
CGC123456	General		08/31/2040	Pending	Actions ▾

8. Once your **License has been approved**

You will receive an email stating “BASS Account – Your license has been activated for Online Permitting”. Your status will be changed to **Approved** and you will be able to create applications and pay fees.

This screenshot is similar to the previous one, showing the 'License Information' section. The table now shows the status of license CGC123456 as 'Approved', which is highlighted with a red box. The 'Add a License' button is still present.

State License #	License Type	Issued On	Expired Date	Status	Action
CGC123456	General		08/31/2040	Approved	Actions ▾

9. **Required** Registration Documents to add a License

Obtain the required Registration Agreement by visiting the [BASS website](#) and follow *Helpful Links: Contractor Agreement.*

The Email address on the agreement MUST be the same as the online registration. For assistance contact Contractor Licensing at (321) 633-2058, option 4, option 6.

Email notarized agreement and legible copy of driver's license(s) to [contractorlicensing@brevardfl.gov](mailto:contractorlicensing@brevardfl.gov) or submit to:

Brevard County Planning & Development  
Licensing Regulation & Enforcement  
2725 Judge Fran Jamieson Way  
Building A, Room 114  
Viera, FL 32940

**Faxes are not acceptable!**

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