

# Renewing a License



## STEP 01

LLCs and INCs: confirm [Arizona Corporation Commission](#) status is "Active" and "In Good Standing"

## STEP 02

Verify bond is "Active" and amount covers the [annual volume](#)

- Annual volume increases require a Bond Rider to amend the bond amount

## STEP 03

Workers' Compensation Policy Number and Issuing Company

- Required for licensee's with employees
- If no employees, select appropriate exemption

## STEP 04

Log in to the [ROC Online Customer Portal](#)

- Renew on the Portal and receive automatic approval by clicking "Submit"!

## STEP 05

From your Dashboard, in "Keep License Up-to-Date" section, locate and click the blue "Action" arrow button

## STEP 06

Select "Renew License" from drop down

## STEP 07

Follow the steps to renew and submit the [Fees](#)

- \$50 fee for late renewal
- **WARNING: you must click "Submit" following payment or your request will not be received**

## STEP 08

Review by AZ ROC

- Renewals submitted via the Portal that require bond updates will be automatically approved and then reviewed for sufficient bond
- AZ ROC will notify the licensee of any errors by phone, email and mail

Renewals can also be submitted by mail or in person

Arizona Registrar of Contractors  
roc.az.gov  
licensing@roc.az.gov  
1-877-692-9762