

Renew a License in STREAM

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Introduction

The license module is used by the City of Ann Arbor for all case types that are renewed annually. Some of these are still referred to as “permits” or “passes,” but the license module is how it is held in the system.

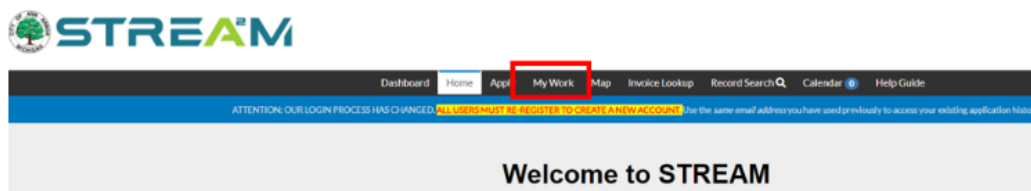
Depending on case type, some professional licenses will immediately auto-issue upon renewal while others require staff review first.

Most licenses are eligible for renewal 30 days prior to expiration date. Some remain open for renewal even after expiration, while others will close and require a new application from scratch. If you have questions about your specific case type please reach out to the department responsible for that application.

Pay close attention to the contacts on your license renewal. If any of the contacts need to be changed for the new year, you will need to reach out to the department to assist with those changes for your renewal. If the **license holder** needs to be changed, you should submit a new application from the Apply page of STREAM rather than renewing this existing application. Renewals will inherit all of the same contacts from the prior year.

Initiate Renewal from “My Work” Screen

1. You must first be logged into your STREAM account. Once logged into STREAM, you will see **My Work** in the menu bar at the top of the page.

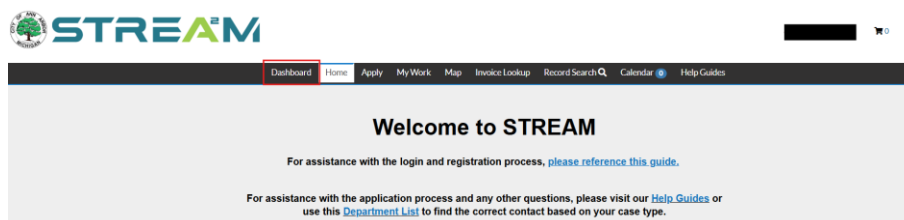


2. Your **My Work** page will include a list view of all of your work, broken down into seven sections: Invoices, Permits, Plans, Existing Inspections, Request Inspections, Licenses, and Projects.
 - a. My Work is a more detailed view of your work than Dashboard and each section has search, filter, and export options.
3. Click on your “My Licenses” header
 - a. The **My Licenses** section will display only licenses for which you are a contact on the case and it is the most recent/active license in a license relationship if it has been renewed (i.e. the past versions become hidden, only the active one remains in the list).
4. Looking at your license list, you will see a column for “Renew” that has a blue renew button for any licenses eligible for renewal.
 - a. Click on the Renew button to begin the renewal process for any of your licenses eligible for renewal.
 - b. Click on the License Number to hyperlink into the case record, where you can see additional details, and also launch the renewal from there.

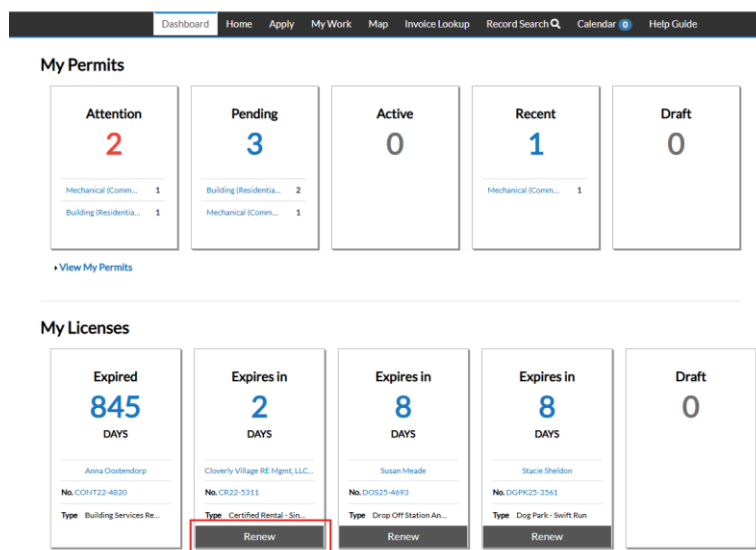
| Dashboard | Home | Apply | My Work | Map | Invoice Lookup | Record Search | Calendar | Help Guide |
|----------------------------|------------|----------|-------------------------|--------------------------------|----------------|----------------------------------|------------|-----------------|
| My Work | | | | | | | | |
| MY INVOICES | MY PERMITS | MY PLANS | MY EXISTING INSPECTIONS | REQUEST INSPECTIONS | MY LICENSES | PROJECTS | | |
| Search... | | | | | | | | Export to Excel |
| License Number | Renew | Name | DBA | Address | Status | Type | Applied | |
| DOS25-6581 | | | | 2430 Mulberry Ct Ann Arbo... | Issued | Drop Off Station Annual Pas... | 12/23/2025 | |
| CR22-5311 | Renew | | | 2040 Cloverly Ln Ann Arbor... | Issued | Certified Rental - Single Fam... | 12/19/2022 | |
| DGP25-3561 | Renew | | | 1957 Coronada Dr Ann Arb... | Issued | Dog Park - Swift Run | 07/02/2025 | |
| CR25-6579 | | | | 800 Lawrence St Ann Arbor, ... | In Review | Certified Rental - Duplex | 12/18/2025 | |
| CR25-6576 | | | | 668 Boston Ct Ann Arbor, M... | In Review | Certified Rental - Single Fam... | 12/17/2025 | |
| DOG25-6575 | | | | 3221 Chelsea Cir Ann Arbor... | Fees Due | Dog License - Spayed/Neute... | 12/17/2025 | |

Initiate Renewal from Dashboard Screen

1. You must first be logged into your STREAM account. Once logged into STREAM, you will see **Dashboard** in the menu bar at the top of the page.



2. Your Dashboard will include an at-a-glance breakdown of your applications, broken down into tiles that display counts of how many applications fit into each category.
 - a. This screen is helpful to see an overview of how much active work you have underway, upcoming renewals, anything that needs attention, and to add all of your invoices to your cart at once.
 - b. This is not the best screen to revisit work that is complete/closed or to review paid invoice history. For those needs please proceed to the **My Work** screen and utilize the filters to search.
3. The Dashboard page is divided into five main sections: Permits, Plans, Inspections, Invoices, and Licenses.
4. The **My Licenses** section is for any Professional Licenses in your account and each license has its own tile.
 - a. The large number in blue (e.g. **2**) indicates the number of days until the license expires or the number of days since expiration.
 - b. If a license is eligible for renewal, the renew button will be available to click directly from this screen.



Submitting Your Renewal

1. Once you have initiated your renewal, you will be brought into an abbreviated version of the application process. Unlike your original submission, you will only be prompted to fill out required fields for renewal rather than re-fill everything.
 - a. Some licenses have four steps, others have three. A new application has seven steps.
2. **On step 1, pay close attention to the License Holder.** If this contact needs to be changed for the new year, you should abandon this renewal and submit a new application instead.

[Dashboard](#) [Home](#) [Apply](#) [My Work](#) [Map](#) [Invoice Lookup](#) [Record Search](#) [Calendar](#) [Help Guide](#)

Renew License - Certified Rental - Single Family/Single Unit

*REQUIRED

1

2

3

Type

Attachments

Review and Submit

LICENSE DETAILS

License Type

Certified Rental - Single Family/Single

Description

License Holder

Next

2. Proceed through the pages of the renewal. You will need to resubmit any required attachments from the original application.

• **REQUIRED**

Please attach proof of residence. Proof of residence must include applicant name and residence address. Scan and upload an image of one of the following: state issued ID; utility bill; rental agreement; property tax statement; or other document that proves residency.

Proof of Residency

Add Attachment

+

Supported: pdf, jpg, png, jpeg, doc, docx, xls, xlsx, csv, gif, tiff, txt, dwg, zip, rtf, dxf, dwf...

REQUIRED

Select Type

Add Attachment

+

Supported: pdf, jpg, png, jpeg, doc, docx, xls, xlsx, csv, gif, tiff, txt, dwg, zip, rtf, dxf, dwf...

[Back](#)

Next

3. On the “Review and Submit” page, you will have the opportunity to review many of the fields on this application, including fields that inherited from the original license.
 - a. **Pay close attention to the contacts section:** If any of the contacts need to be changed, you will need to reach out to the department to assist with those changes for your renewal. If the **license holder** needs to be changed, you should submit a new application from the Apply page of STREAM rather than renewing this existing application. Renewals will inherit all of the same contacts from the prior year.

Dashboard

Home

Apply

My Work

Map

Invoice Lookup

Record Search

Calendar

Help Guide

REQUIRED

✓

Type

✓

Attachments

3

Review and Submit

Submit

Locations

Location

Parcel Number

Basic Info

Type

Drop Off Station Annual Pass (Recycle)

Description

Applied Date

License Holder

Contacts


Applicant

2. Click “Submit” to submit your renewal.
3. Once submitted, review your application status. Some professional licenses will immediately auto-issue while others require staff review first.
 - a. If your license is issued, you will see a printer icon at the top right corner where you can print your license document.

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✓ Your license application was submitted successfully.

License Number: DOS25-[REDACTED]



[License Details](#) | [Tab Elements](#) | [Main Menu](#)

License Details

| | | | | | |
|-----------------|--|--------------------|--|------------------|------------|
| License Holder: | [REDACTED] | License Type: | Drop Off Station Annual Pass (Recycle) | Applied Date: | 12/23/2025 |
| District: | Ward 1 | Period Start Date: | 12/31/2025 | | |
| Issued By: | Administrator, System | Status: | Issued | Expiration Date: | 12/31/2026 |
| Description: | | | | | |

[Locations](#) [Fees](#) [Attachments](#) [Contacts](#) [More Info](#)

[Locations](#) | [Next Tab](#) | [License Details](#) | [Main Menu](#)

Locations

Sort Main