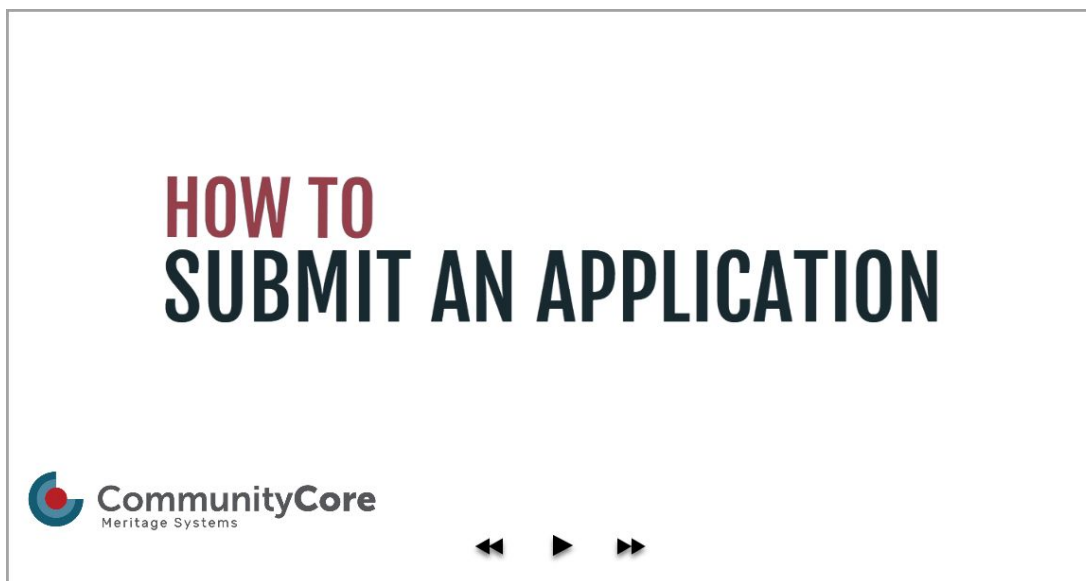


How-To Guide

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See the Steps in Action

<https://www.screencast.com/t/WhMZ1Ko9>

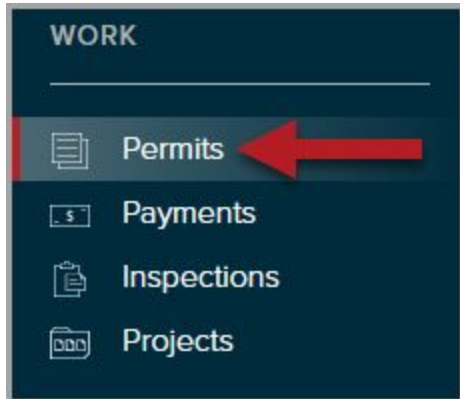


Quick note before getting started:

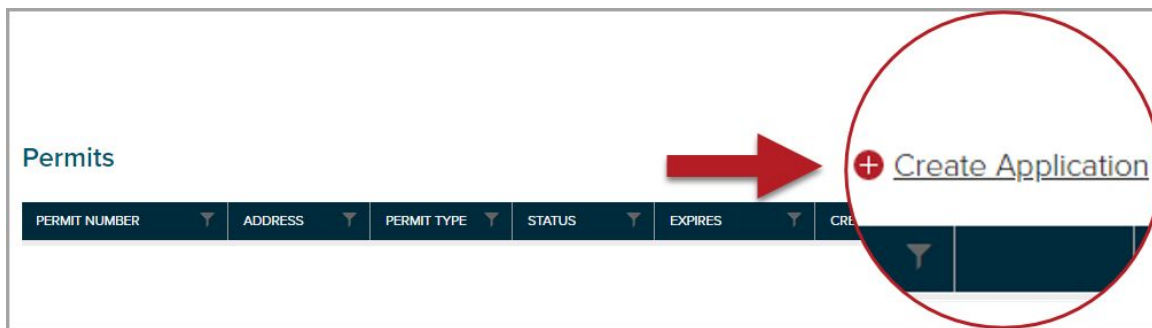
To access this site as a contractor, you must first contact your jurisdiction to be added to the system and to set up your password.

Step 1: Create an Application

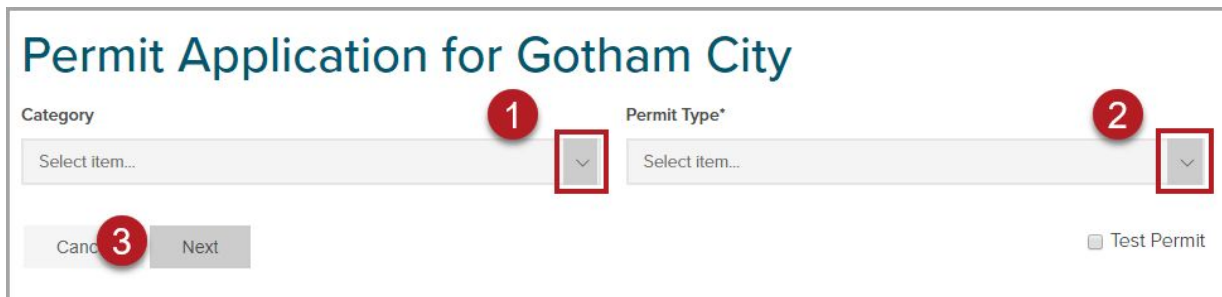
- Click **Permits**



- Click **Create Application**



1. Select a Category to narrow down the permit types (optional)
2. Select the Permit Type
3. Click **Next**

A screenshot of the 'Permit Application for Gotham City' form. The title is 'Permit Application for Gotham City'. Below the title are two dropdown menus: 'Category' and 'Permit Type*'. Both dropdown menus have a red circle with the number '1' above them and a red square with a downward arrow below them. Below the dropdown menus are two buttons: 'Cancel' and 'Next'. The 'Next' button has a red circle with the number '3' above it. To the right of the 'Next' button is a checkbox labeled 'Test Permit'.

Step 2: Add Jobsite Address

The fields marked with "*" are required fields and must be filled out to complete the application.

- Add Applicant Name (required)
- Add Email (optional, recommended for email inspection results)
- Add Phone number (optional)
- Add a Description of Work (required in most cases, indicated by a * when required)

The screenshot shows a form titled "Permit Type: Basement Finish". It contains three input fields: "Applicant Name*", "E-Mail", and "Phone". The "Applicant Name*" field is highlighted with a red arrow and the word "Required" in red. Below these fields is a "Description of Work" field with a red plus sign icon. Two callout boxes point to this field: one says "Click to pick from optional 'Quick Notes'" and the other says "Or add your own description of work".

- Click **Change address: Search** to search for Jobsite Address

The screenshot shows the "Jobsite Address" section of the form. It includes a red circle with the number "1" next to the "+ Change address: Search" link. Below are fields for "Address 1*", "Address 2", "City*", "State*" (with a dropdown menu), and "Zip code*" (with a text input). There are also "Latitude" and "Longitude" fields, with a red question mark next to the Longitude field. A "Search for a property" dialog box is open, featuring a "Google Maps" tab, a "Properties" tab, and a search input field with a red circle and the number "2" next to it. A callout box points to the search input field with the text "Start typing address to search for jobsite address on Google Maps". At the bottom of the dialog are "Ok" and "Cancel" buttons, with a red circle and the number "3" next to the "Ok" button.

Quick Tip:

Please validate the address and make sure the owner information is filled out completely.

Or enter job site address

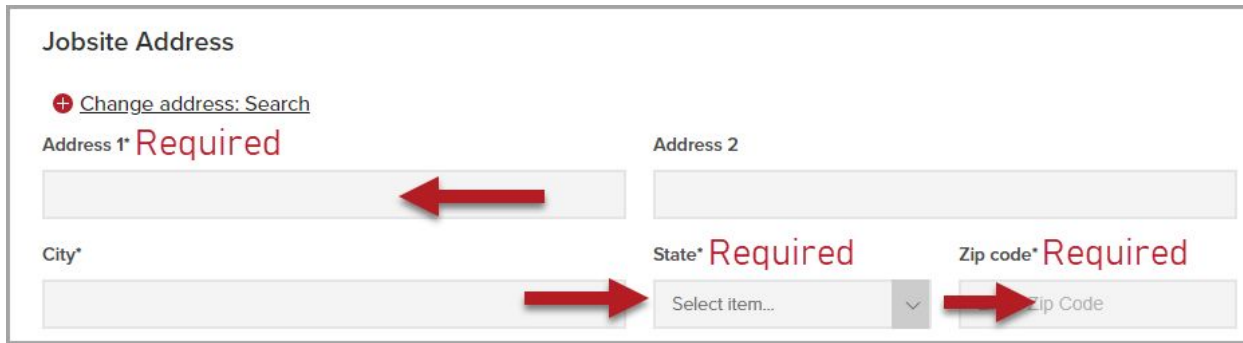
Jobsite Address

[+ Change address: Search](#)

Address 1* **Required** Address 2

City* State* **Required** Zip code* **Required**

Select item... Zip Code



Quick Tip: Latitude and Longitude will auto-populate if you [+ Change address: Search](#) use

Step 3: Add Property Owner Info

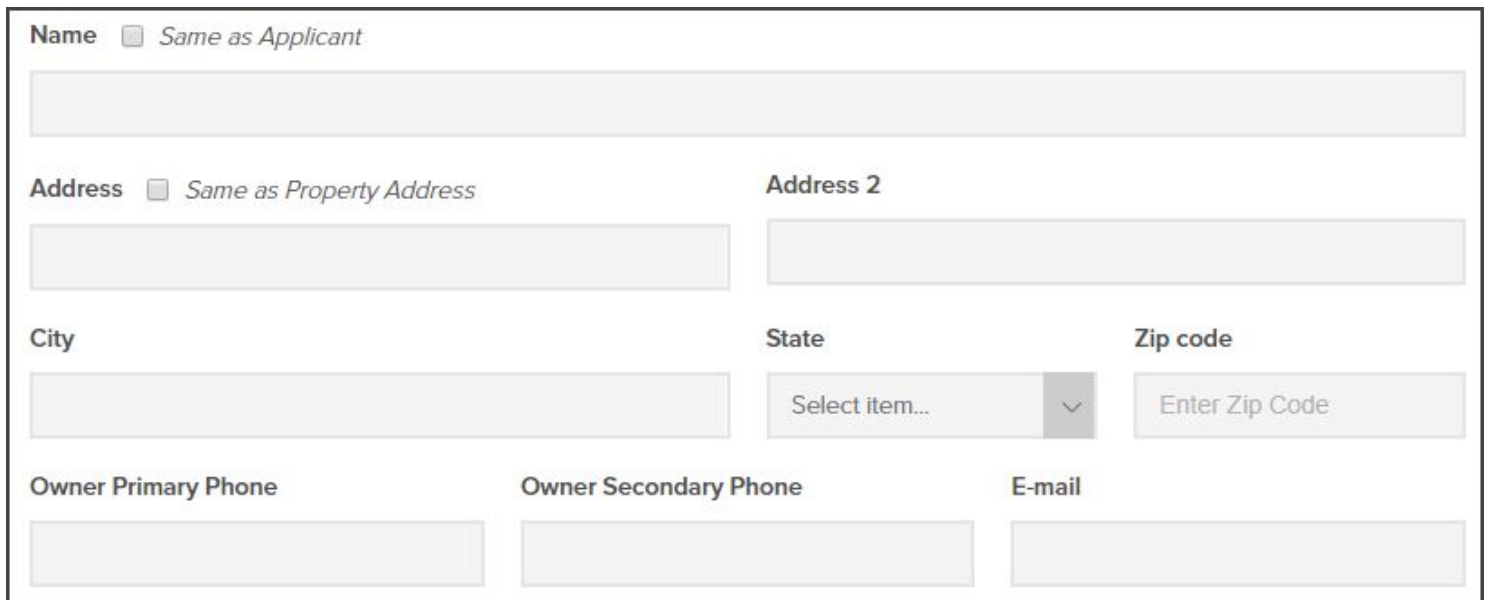
Name Same as Applicant

Address Same as Property Address Address 2

City State Zip code

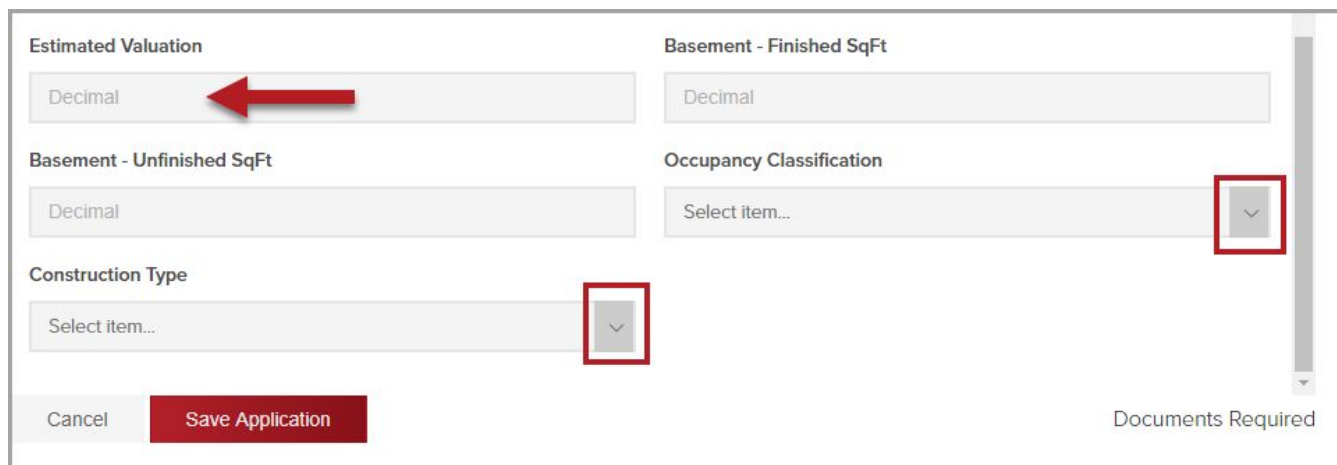
Owner Primary Phone Owner Secondary Phone E-mail

Select item... Enter Zip Code



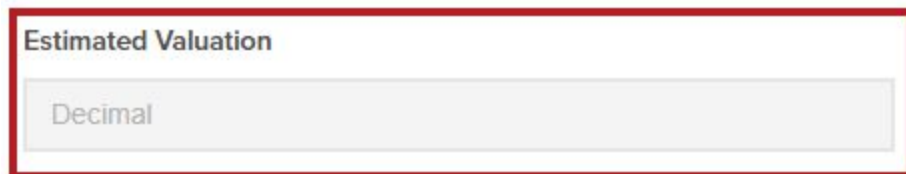
Step 4: Add Additional Application Info

- Add additional application info (the information to be filled out will vary based on permit type and a * indicates required fields)



The screenshot shows a form with several input fields and buttons. The fields are: 'Estimated Valuation' (Decimal), 'Basement - Finished SqFt' (Decimal), 'Basement - Unfinished SqFt' (Decimal), 'Occupancy Classification' (Select item...), and 'Construction Type' (Select item...). A red arrow points to the 'Estimated Valuation' field. Red boxes highlight the dropdown arrows for 'Occupancy Classification' and 'Construction Type'. At the bottom, there are 'Cancel' and 'Save Application' buttons, and a 'Documents Required' label.

- Please include **Estimated Valuation** for your application submittal (even if it isn't marked as required)



A close-up of the 'Estimated Valuation' field, which is a text input box with the placeholder text 'Decimal'. The field is highlighted with a red border.

- Click **Save Application**



A red button with the text 'Save Application' in white.

Please click Save Application if you will be uploading a document before submitting your application.

Step 5: Add Trade Contractors (Optional)

As a Contractor Applicant, the system will assign you as the PrimaryContractor. If you have separate trade contractors working on this permit, please complete the following steps:

- Click **Add Trade Contractor** button

| COMPANY | PRIMARY CONTRACTOR | PHONE |
|---------------------|--------------------|----------------|
| Gotham Construction | Green Lantern | (123) 123-1234 |

| TRADE TYPE | COMPANY | PHONE | TRADE CONTRACTOR |
|-----------------------|---------|-------|------------------|
| No records available. | | | |

1. Select Contractor Trade type by clicking on the dropdown arrow
2. Start typing the Company Name and select them from a dropdown
3. Add the Contractor Name (optional)
4. Click **Add**

Add a Trade Contractor [x]

1 Contractor Trade Type [Select item...] [v]

2 Company Name [Company Name]

3 Contractor Name [Select item...] [v]

4 [Add] [Cancel]

Quick Tips

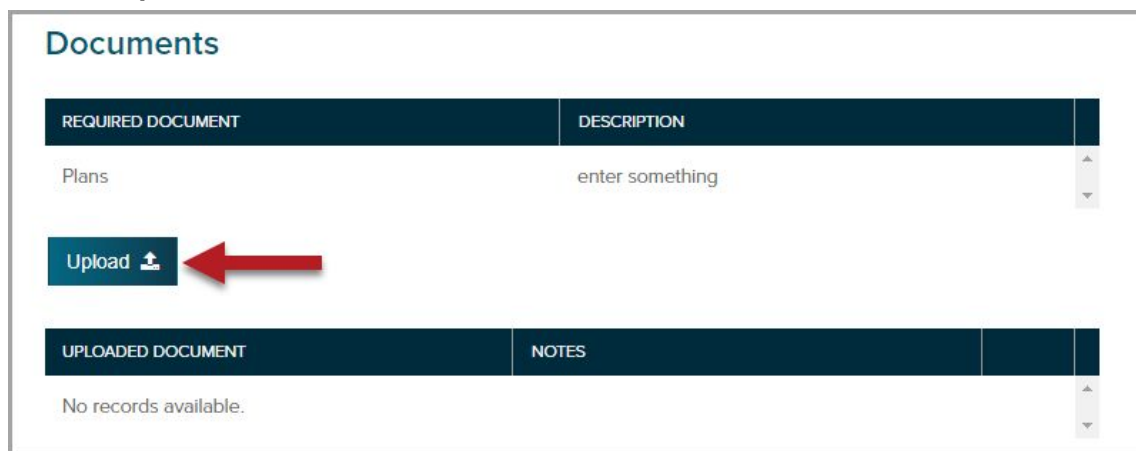
- If your trade contractor is not listed they may need to be added to the system by the jurisdiction.
- Please have your trade contractors contact your jurisdiction for jurisdiction-specific licensing/registration requirements and to be added to the system.
- If the trade contracting company has multiple contractors working for that company you can select an individual, but this is not a required field.

Step 6: Upload Documents

- Click **Documents**

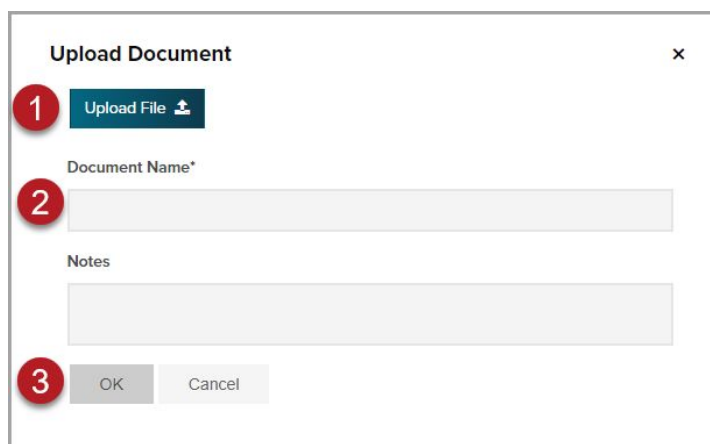


- Click the **Upload** button



Quick Tip: Any required documents will be listed, along with a description – you will not be allowed to submit your application if there are required documents and nothing has been uploaded.

1. Click **Upload File**
2. Type Document Name
3. Click **OK**



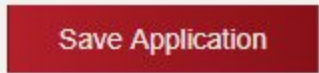

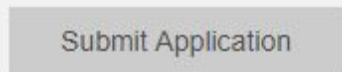
Step 7: Submit or Save your Application

- Add a check next to **I have uploaded all required documents**



The screenshot shows a horizontal bar with a dark red 'Save Application' button on the left, a grey 'Cancel' link in the middle, and a checked checkbox on the right with the text 'I have uploaded all required documents'. A red arrow points to the checked checkbox. On the far right, there is a greyed-out 'Submit Application' button.

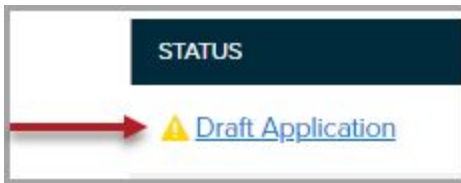
- Click **Save Application** or **Submit Application**


|  |  |
|--|--|
| <p>Click Save Application if you would like to continue to work on your application over time before submitting it to the jurisdiction – this is shown as a “Draft Application”.</p> <ul style="list-style-type: none">• A permit number will not be assigned to this application until that application is accepted by the jurisdiction.• Your application will not be visible to the jurisdiction until AFTER you have submitted your application.• You will have the ability to delete an unsubmitted application if you choose. | <p>If you have completed all the information on your permit application, click Submit Application.</p> <p>If the button looks like this...</p>  <p>there is a required field or information in your application that is still required. You will not be able to submit your application until all required information is provided.</p> |

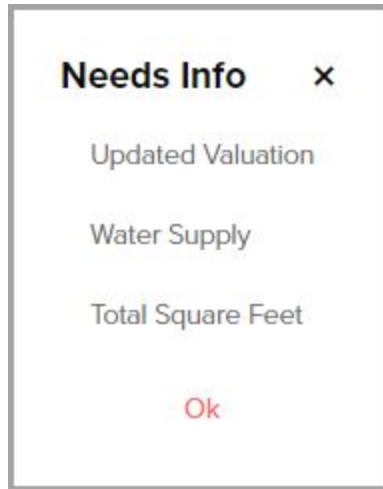
What's Next?

After submitting your application, the jurisdiction will receive your application and begin their review process. If the jurisdiction accepts your application, you will see a permit number get assigned.

If your application needs more information, you will see this in the Permit Status:



- Click  to see the info that is still required



If they deny the application you will get a notice of the reason for the denial of the application.

Once a permit is accepted it will be assigned a permit number and the additional tabs associated with your permit will be visible.