

Registering a SubContractor

Registering as a subcontractor should be done in two steps. The first step is to ensure that the subcontractor is attached as a contact to the permit that you would like the subcontractor to be registered on. If a subcontractor registration is performed on a permit where the subcontractor is not already a contact, it may allow the registration but the subcontractor themselves will be unable to schedule any inspections on the permit unless they are a contact. Furthermore, it will assist the registration by already having the proper contact available. Please refer to our tutorial on Adding Contacts to a Permit for more information on how to add a contact.

Step 1) Go to the main permit page of the permit and scroll down to the Remaining SubPermits Section of this page. Find the subcontractor registration that you are looking to perform and click the **“Apply”** link next to it.



Step 2) This will take you to a new page. You will see that the permit type has already been chosen for you. As you scroll down, you will see the contacts that will be added to the registration. If the subcontractor is already a contact on the permit, they will automatically be pulled in on the registration and you will see them there. If you are not the subcontractor but are registering the subcontractor on the permit, you will see your contact listed here as well. If the subcontractor information is not here, then the subcontractor is not a contact on the permit and they will need to be added before moving forward.

★	First Name	Last Name	Contact Type	Company	Title
✕ ★			Electrical Contractor	Acme Electric Co	
	Christopher	Barnes	Applicant		

Displaying items 1 - 2 of 2

[Add Favorite](#) [Add Me](#) [Add Contact](#)

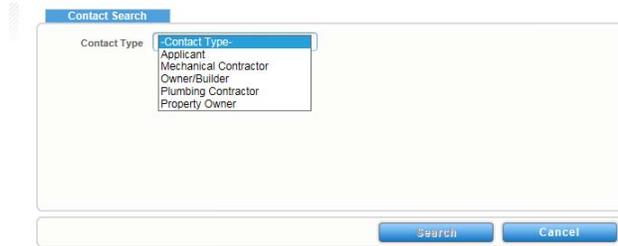
Upload Attachments

Select...

[Submit](#)

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If you need to add a contact follow the step below, otherwise skip to the next Step.



The image shows a 'Contact Search' window with a dropdown menu for 'Contact Type'. The dropdown is open, showing the following options: Applicant, Mechanical Contractor, Owner/Builder, Plumbing Contractor, and Property Owner. Below the dropdown are 'Search' and 'Cancel' buttons.

1) Click the Add contact button. The system will prompt you to select a **Contact Type** which is where you define the role of the contact that you will be adding to the permit. After you have chosen the Contact Type, you will click the Search button.

Step 2: More fields will be revealed. These are fields that you can search for. In the example, I am searching for a Topher Barnes so I put Topher in the First Name field and Barnes in the Last Name field. If you were searching for a Company, you could put what you were searching for in the Company field. After you enter what you would like to search by, click the Search button.

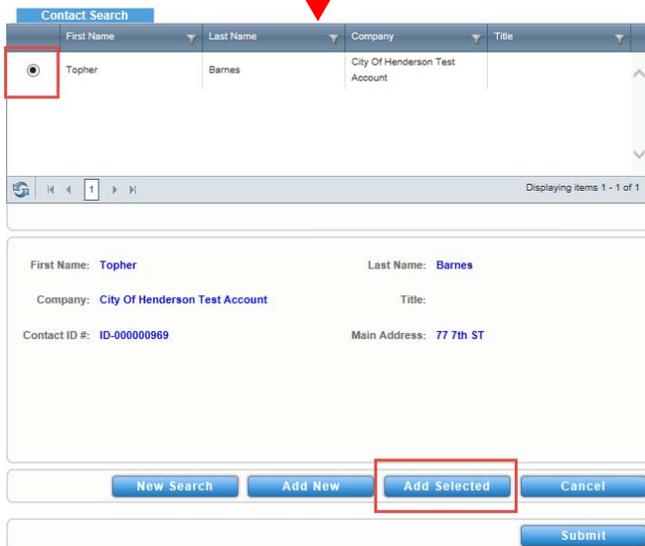


The image shows the 'Contact Search' form with the following fields: Contact Type (Owner/Builder), First Name (Topher), Last Name (Barnes), Company, Title, and Contact ID #.

Step 3: After you click Search, 1 or more results should appear. Click the circle next to the contact you wish to add to the permit, and then click "Add selected".



The image shows the 'Contact Address' form with the following fields: Street Number, Suite/Unit, Pre Direction (-Prefix-), City, Street Name, State, Street Type (-Type-), Zip Code, Post Direction (-Postfix-), and County. A red arrow points to the 'Search' button.



The image shows the 'Contact Search' results table with one result selected. A red arrow points to the selection circle. Below the table is a details section for the selected contact.

First Name	Last Name	Company	Title
Topher	Barnes	City Of Henderson Test Account	

Displaying items 1 - 1 of 1

First Name: **Topher** Last Name: **Barnes**
Company: **City Of Henderson Test Account** Title:
Contact ID #: **ID-000000969** Main Address: **77 7th ST**

Buttons: New Search, Add New, **Add Selected**, Cancel, Submit

Step 4: After that, the contacts will appear like below. You can click the Star to save that contact for your Favorites for later if you wish. Click the Submit button. Note: Repeat this process for every contact you want to add on this permit.



The image shows the 'Contact Search' results table with two results. The second result is selected and has a star icon in the first column. Below the table are buttons for 'Add Favorite', 'Add Me', 'Add Contact', and 'Submit'.

★	First Name	Last Name	Contact Type	Company	Title
	Topher	Barnes	Applicant	City Of Henderson Test Account	
★	Topher	Barnes	Owner/Buil...	City Of Henderson Test Account	

Displaying items 1 - 2 of 2

Buttons: Add Favorite, Add Me, Add Contact, Submit

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Step 3) Scroll down to the bottom of the page and click Submit. It will take you to a new page that will list the number of your registration. **IMPORTANT:** No review or inspections are done on the subcontractor number and it is purely a form of registration on the permit you were looking to register it on. To go back to the permit that you were registering the permit under, click the Home option at the top of the page and go back to the grid of permits to which you are attached as a contact and click the Permit Number. Or use the Permit>Search function at the top of the page, enter the permit number in the Permit Number field and Click Search and then click on the Permit Number when it comes up.

Step 4) You will know when it has been a successful registration by looking at the main permit page and seeing that your Subcontractor Registration is now under Existing Subpermits on the left as opposed to where it was previously which was under

Existing SubPermits			
Permit Number	Type	WorkClass	Status
E210201740...	Fire - Suppression/Extinguis Systems		

Displaying items 1 - 1 of 1



This is where a registration
will be when it is complete

Remaining SubPermits		
	Type	WorkClass
Apply	X-Linking Only - DO NOT USE	X-Linking Only - DO NOT USE
Apply	Subcontractor Registration - Mechanical	Subcontractor Registration
Apply	Subcontractor Registration - Plumbing	Subcontractor Registration
Apply	Subcontractor Registration - Electrical	Subcontractor Registration

Displaying items 1 - 4 of 4