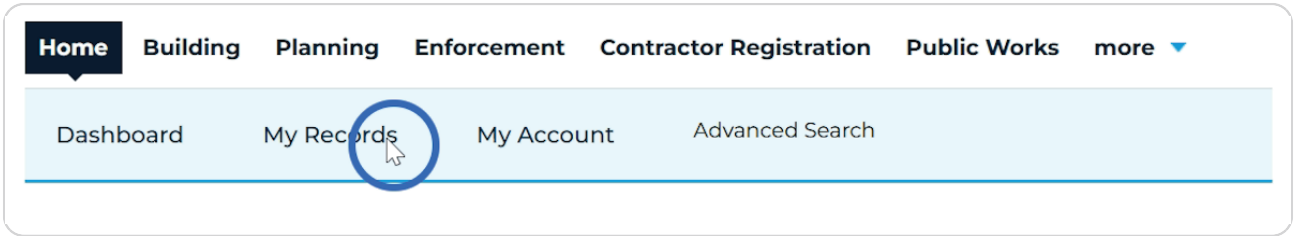


General Contractor: Adding a Sub-Contractor After Application has been Submitted

STEP 1

After logging in, click on My Records.



STEP 2

Click on the Applicable Record number.

☐	Date	Record Number	Record Type	Address
☐	01/17/2025	25-002_ME_1	Residential Mechanical Permit	
☐	01/17/2025	25-002_EL_1	Residential Electrical Permit	

STEP 3

Scroll down to the bottom portion of the record and click on Provide Update.

Record Details

Applicant:
Individual

Project Description:

► More Details

Provide Update

STEP 4

Select the type of update you are making. In this case, we are Adding or Changing a Licensed Professional. Then click Continue Application.

Select an Amendment Type

Choose one of the following available amendment types. For assistance or to apply for an amendment type not listed below please contact us.

Search

☒ Add/Change Licensed Professional

☐ Change of Contact Information

☐ Change of Scope

Continue Application »

STEP 5

In the dropdown menu, select what you are doing specifically.

- To introduce a contractor for the first time, select Add.
- To take a contractor off the permit, select Remove.
- To swap out the current contractor for a new one, select Replace.

Custom Fields

AMENDMENT INFORMATION

* Type of Change:

* Please briefly describe your update actions to the licensed professional(s):

--Select--

--Select--

Add

Remove

Replace

spell check

STEP 6

In the description box, briefly give any additional relevant details regarding this change.

AMENDMENT INFORMATION

* Type of Change:

* Please briefly describe your update actions to the licensed professional(s):

--Select--

spell check

STEP 7

Scroll down to Contractors and click either Select from Account if the contractor is already listed in your account.

Contractor(s)

To add a licensed professional, click the Select from Account button when available or click the Look Up button.

Select from Account

Look Up

Showing 0-0 of 0

License Number	License Type	License Endorsement	Contact Name	Business Name	Mobile P
No records found.					

Save and resume later

Continue Application »

STEP 8

Otherwise, select Look Up.

Contractor(s)

To add a licensed professional, click the Select from Account button when available or click the Look Up button.

Select from Account

Look Up

Showing 0-0 of 0

License Number	License Type	License Endorsement	Contact Name	Business Name	Mobile P
No records found.					

Save and resume later

Continue Application »

STEP 9

If you selected Look Up, you'll see this screen.

Search by name or business name. If one doesn't work, try the other. Then click Look Up.

Look Up License

License Type: License Number:

First: Middle: Last:

Name of Business:

Address:

City: State: Zip:

Look Up

Clear

Discard Changes

STEP 10

If no records are found, click Revise Search and try different parameters.

Ensure you erase any information you had originally entered.

Look Up License

Revise Search

Search results:

Showing 0-0 of 0

Registration Number	License #	License Expiration	License Type	Licensed Professional Name	Busine
No records found.					

Continue

Discard Changes

STEP 11

Once you find and select your desired contractor, a success message will appear, displaying their details. Click Continue Application.

Contractor(s)

To add a licensed professional, click the **Select from Account** button when available or click the **Look Up** button.

Select from Account **Look Up**

✔ Licensed professional added successfully.

Contractor	Contact Name	Business Name	Mobile Phone	Home Phone	E-mail	Action
	Name	Business Name				Edit Delete

Save and resume later

[Continue Application »](#)

STEP 12

The next step is to Review all of your information. Click Continue Application when ready.

You may add more than one contractor at once. If you have more than one to add, you should do so all at once to avoid extra fees.

STEP 13

On to the Pay Fees section. Click the Check Out button.

Select Check Out.

Add/Change Licensed Professional

1 Amendment Information

2 Support Documentation

3 Review

4 Pay Fees

5 Record Issuance

Step 4: Pay Fees

Listed below are preliminary fees based upon the information you've entered. Some fees are based on the quantity of work items installed or repaired. Enter quantities where applicable. The following screen will display your total fees.

Application Fees

Fees	Qty.	Amount
Replace Licensed Professional	1	\$30.00

TOTAL FEES: \$30.00
Note: This does not include additional inspection fees which may be assessed later.

Check Out »

STEP 14

Click Check Out again.

Step 1: Select item to pay

Click on the arrow in front of a row to display additional information. Items can be saved for a future checkout by clicking on the Save for later link.

PAY NOW

No Address
1 Application(s) | \$30.00
▶ Add/Change Licensed Professional **Total due: \$30.00**
25TMP-006788

Total amount to be paid: \$30.00
Note: This does not include additional inspection fees which may be assessed later.

Checkout »

Edit Cart »

Continue Shopping »

STEP 15

Select how you would like to pay. Then click Submit.

Step 2: Payment information

Please select a payment method and then fill in all required information.
The available payment methods are:

- Credit Card
- Bank Account

Use the dropdown menu to change the payment type.

* indicates a required field.

Payment Options

Amount to be charged: \$30.00

☒ Pay with Credit Card
☐ Pay with Bank Account

Submit Payment »

STEP 16

Enter your payment information.

STEP 17

Finally, you'll obtain a receipt for your payment.

It takes between 24 to 48 hours to have your change approved. In the meantime, you will see the status as Pending.