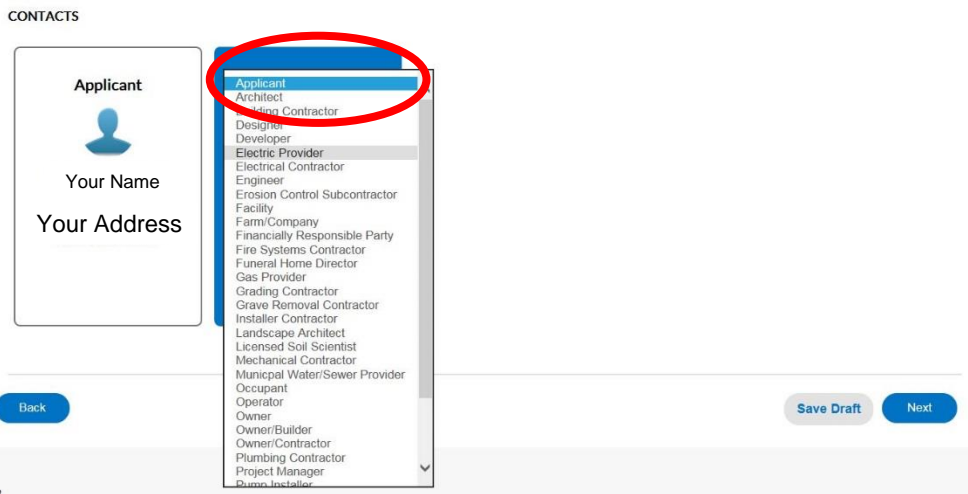


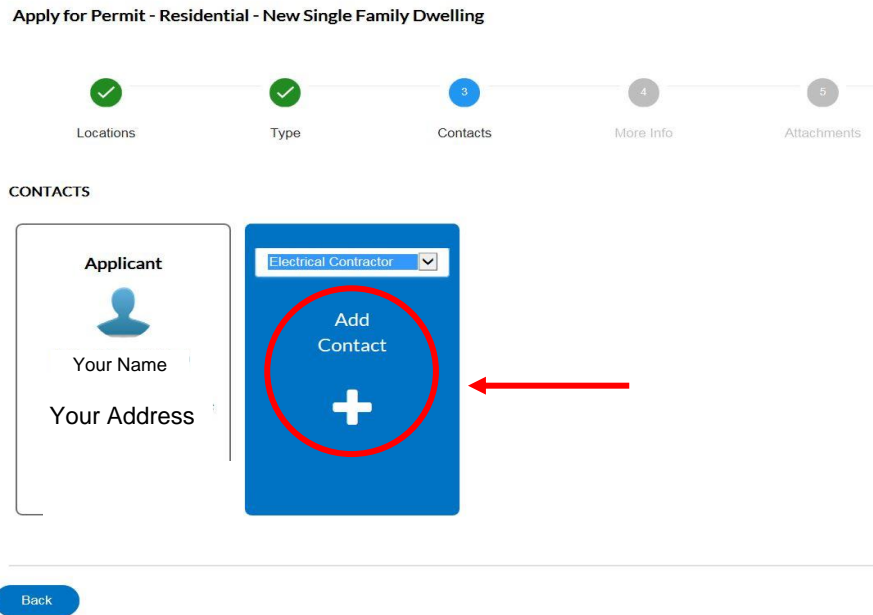


Adding Subcontractors, Project Managers and Contacts to Your Permits

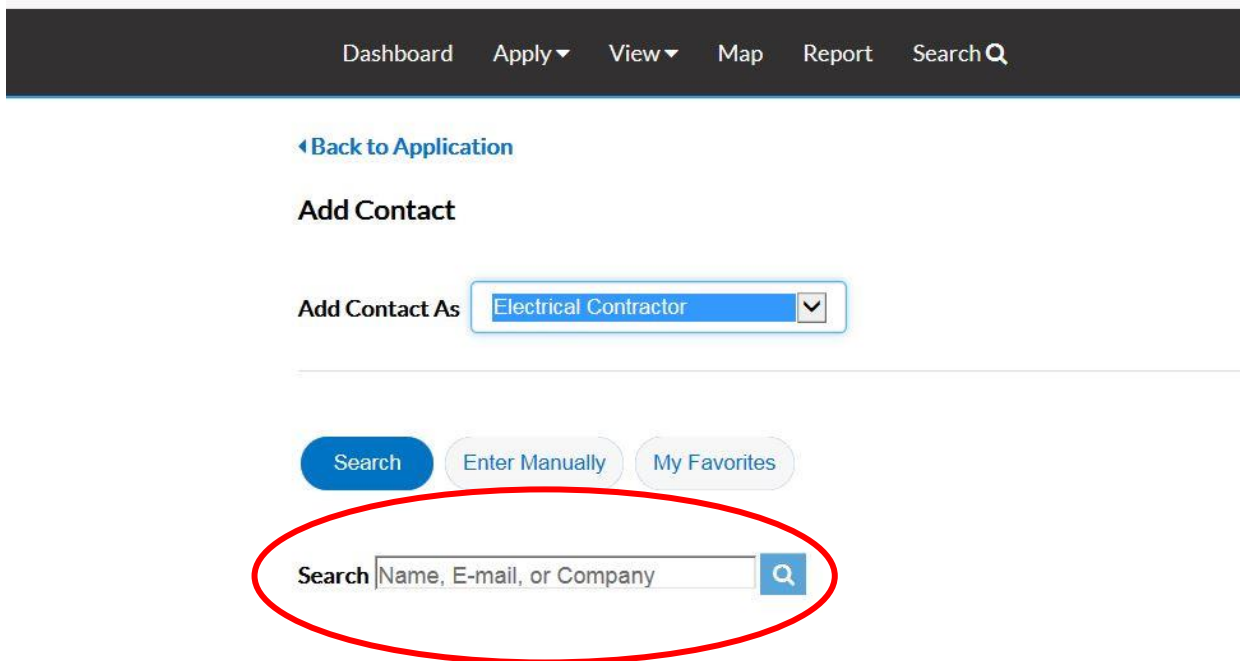
1. When applying for a new permit, you will need to navigate to the **Contacts** screen. You will see your contact information as applicant. Select the type of contact you wish to add to the permit from the dropdown list.



2. Select the **Add Contact** button in the blue square.



3. You can search for your contact by adding the name of the contact in the **Search Bar**. If the contact has an account with the Wake County Permit Portal their name will appear in the search list. **Contacts listed on permits can schedule and cancel inspections.** You can enter the contact **Manually** but they will not be able to schedule or cancel inspections for the permit.



Tip: When searching for contacts, list the base name of companies to get more results in your search. Example: If you are searching for “John Smith Heating and A/C”, try searching for just “John Smith”.

4. When you see the name of the contact you would like to add to the permit, you will need to select the **Add** button next to the corresponding line. You can also add these contacts to your favorites by selecting the favorite star beside the contacts name.

[Back to Application](#)

Add Contact

Add Contact As

[Search](#) [Enter Manually](#) [My Favorites](#)

Search

Search is required.

Sort

Favorite	First Name	Last Name	Address	Company	Email	Action
★						Add
★						Add
★						Add
★						Add

Results per page 1 - 4 of 4 << < 1 > >>

You have now successfully added your contact to your permit. To add another contact to the permit, follow the steps above 1-4.