



PERMIT PORTAL

Apply for and view permits and planning documents

Adding Contacts in PermitPortal

When applying for a permit/plan in the Permit Portal, the first process is adding a location. The next process is to add a contact.



CONTACTS

List all contact that should have access to and be able to view the case (i.e. Engineer, Surveyor, Owner)

The screenshot shows two panels. The left panel is titled 'Applicant' and features a person icon, a redacted name field with '(You)' to its right, and another redacted field below it. The right panel is blue and titled 'Add Contact' with a large white plus sign. At the top of the right panel is a dropdown menu labeled 'Applicant'.

[Back](#) [Create Template](#)

The registrant's contact information defaults to the first **Contact** card listed.

To add contacts to the permit/plan application, click **Add Contact**.

Select the contact type from the dropdown.

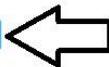
[◀ Back to Application](#)

Add Contact

Add Contact As

In the search field, type a name, email or company name and click the **lookup icon** to search the Global Contacts for an existing contact.

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

Search  

Sort

Favorite	First Name	Last Name	Address	Company	Email	Action
				Chevy's Ale House	test@email.com	Add
				this is a test		Add
				Price Water Testing		Add
					test2@email.com	Add
				Test Account for CSS		Add

If the person, email or company is an existing contact, click **Add** to add the contact to the application.

If the contact does not exist in Global Contacts, please call Permit/Inspections, Planning or Environmental Services Office for assistance.

It is best practice to not enter contacts manually as this may result in duplicate contacts. Please contact the Permit office if you are unable to locate a contact to add to your permit or plan. The permit staff can add contacts in our Backoffice application. Adding manually do not give the contact access to the Permit Portal. The contact will need to create a Permit Portal account to see the permit or plan.

You can add multiple contacts for a permit/plan and select different contact types.

Click on **Next** to proceed.