

PERMIT APPLICATION
Applicant, Contractor(s) and Contact(s) Defined

	USER ACCOUNT and PERMIT PARTICIPATION		FUNCTION	WHO
APPLICANT	Must have their own user account	Primary on permit. Remains on the permit until completion of the permit. Cannot be removed.	Starts and Submits the application Make Online Payment (in near future) Adds other Contractor(s) and Contact(s) May Upload documents May Download Approved Plans, Permit, CO/CC May handle communication up to issuance May request Withdrawal of Application	Authorized Agent Contractor Owner Builder
CONTRACTOR(S)	Must have their own user account If it is shared w/ office staff/others contractor is liable for all transactions made under that account	Can be added / removed at any time by applicant and staff License and status verification required	Starts and Submits the application (if doesn't have authorized agent) Make Online Payment (in near future) May Upload documents May Download Approved Plans, Permit, CO/CC May handle communication Handles Inspection scheduling May request Withdrawal of Application	Contractor Private Providers (Not DARs)
CONTACTS	Must have their own user account if user needs to view permit details, attachments, upload/download attachments, make payment	Can be added / removed at any time by applicant and staff	If Given Access by Applicant: Make Online Payment (in near future) May Upload documents May Download Approved Plans, Permit, CO/CC May handle communication Handles Inspection scheduling May request Withdrawal of Application	Authorized Agent Architect Engineer Office Staff Property Owner DARs Other as approved by Applicant