

## ONLINE PERMIT APPLICATION AND APPROVAL PROCESS

Please note to register as a Contractor you are required to call our office at (209) 533-5633 to obtain your password. To register as an Owner Builder or Authorized Agent please click on the Online Permit Tracking page and follow the instructions to create an account.

As part of the online permit process, application data must be verified in order for the permit to be activated. Please scan and attach the following documents, based on your relationship with the project.

### Licensed Contractor

The licensed contractor that applied for the permit must scan and attach the following:

1. A copy of the completed **Cool Roof Exemption Form.**
2. The completed **Smoke Detector/Carbon Monoxide Detector acknowledgement.**
3. A signed copy of the building permit.

### Owner Builder

If the Owner of the parcel is performing the work please scan and attach the following:

1. A copy of the completed **Owner Builder Declaration.**
2. A copy of the completed **Cool Roof Exemption Form.**
3. The completed **Smoke Detector/Carbon Monoxide Detector acknowledgement.**
4. A signed copy of the building permit.

### Authorized Agent

As the authorized agent of the Owner of the parcel please scan and attach the following:

1. A completed **Owner Builder Declaration** including the **Authorization of Agent to Act on the Owners Behalf** portion. Including a *copy of the owner's driver's license* or the *form notarized.*
2. A completed **Cool Roof Exemption Form.**
3. The completed **Smoke Detector/Carbon Monoxide Detector acknowledgement.**
4. A signed copy of the building permit.

## STEP BY STEP ON-LINE PERMIT INSTRUCTIONS

1. When you are on the initial screen you will need to **Log In**. The Log In prompt typically shows up as Public User. If you are a licensed contractor **You will need to click the down-arrow to choose Contractor.** Enter your Username and Password.
2. Click on **Dashboard**
3. On the left under the heading Permits click **Apply**

4. Click **Contractor Application Agreement** or the **Owner-Builder Application Agreement**. Please read the appropriate agreement, then click **I Agree** and **Continue**.
5. Complete Step 1 – 4 on the Permit Application page
6. Once you have made payment you will be given a Permit #
7. Print out a copy of the permit from your **Dashboard**
8. If applying as:
  - A licensed **Contractor** you will need to fill out and sign the following sections of the permit:
    - i. **Licensed Contractors Declaration**
    - ii. **Workers Compensation Declaration**
    - iii. **Signature of Applicant or Agent and Date**
  - An **Owner-Builder/Authorized Agent**:
    - i. **Complete the Owner-Builder declaration section**
9. Next you will scan your signed document and upload it as an attachment to the permit.
10. Any other required documents, depending on type of permit (ex: cool roof exemption form for a reroof permit) can be scanned and uploaded as an attachment at this time.

Once all items have been reviewed for completeness, we will either approve the permit by filling in the **Approved Date** and **Issued Date** or respond to you by email of any pending items to be addressed and then placed on hold.

**Please note:** Once the Approved and Issued dates are filled in you can now print the completed permit and commence with the proposed project.