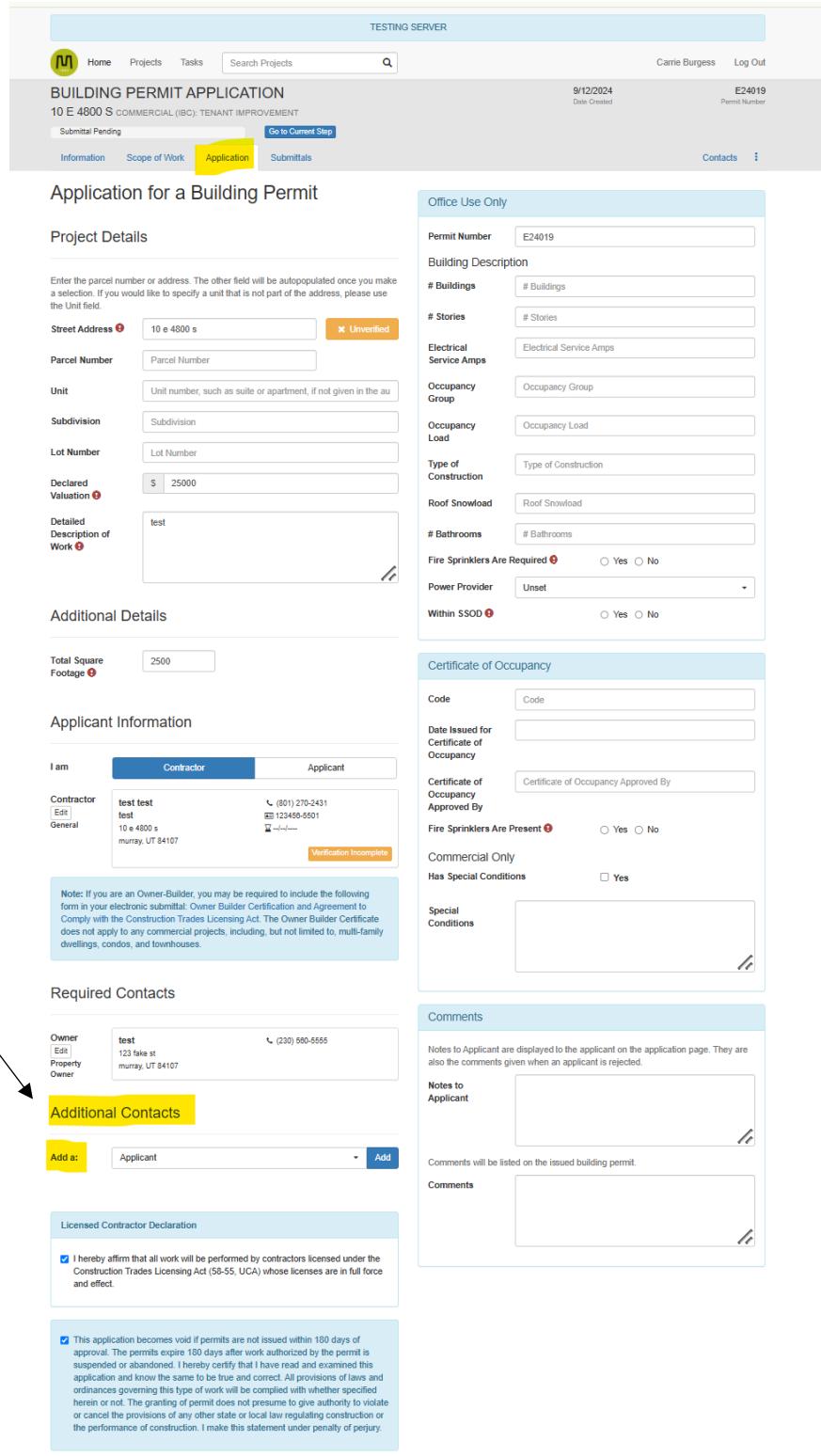


Adding Contractors to e360 Applications

#1 - In the application page scroll down to “Additional Contacts”



The screenshot shows the 'Building Permit Application' page on 'TESTING SERVER'. The application is for '10 E 4800 S COMMERCIAL (IBC): TENANT IMPROVEMENT'. The 'Application' tab is selected. The 'Additional Contacts' section is highlighted with a yellow box. The 'Comments' section at the bottom right is also highlighted with a yellow box. A black arrow points from the bottom left towards the 'Additional Contacts' section.

Project Details

Street Address: 10 e 4800 s (Unverified)

Parcel Number:

Unit:

Subdivision:

Lot Number:

Declared Valuation: \$ 25000

Detailed Description of Work: test

Additional Details

Total Square Footage: 2500

Applicant Information

I am: Contractor

Contractor: test test
test
10 e 4800 s
murray, UT 84107
Verification Incomplete

Note: If you are an Owner-Builder, you may be required to include the following form in your electronic submittal: Owner Builder Certification and Agreement to Comply with the Construction Trades Licensing Act. The Owner Builder Certificate does not apply to any commercial projects, including, but not limited to, multi-family dwellings, condos, and townhouses.

Required Contacts

Owner: test
Property Owner: 123 fake st
murray, UT 84107
(230) 590-5555

Additional Contacts

Add as: Applicant

Licensed Contractor Declaration

I hereby affirm that all work will be performed by contractors licensed under the Construction Trades Licensing Act (53-55, UCA) whose licenses are in full force and effect.

This application becomes void if permits are not issued within 180 days of approval. The permits expire 180 days after work authorized by the permit is suspended or abandoned. I hereby certify that I have read and examined this application and know the same to be true and correct. All provisions of laws and ordinances governing this type of work will be complied with whether specified herein or not. The granting of permit does not presume to give authority to violate or cancel the provisions of any other state or local law regulating construction or the performance of construction. I make this statement under penalty of perjury.

Comments

Notes to Applicant are displayed to the applicant on the application page. They are also the comments given when an applicant is rejected.

Comments

Comments will be listed on the issued building permit.

Save

Additional Contacts

Add a: Contractor

Licensed Co

Applicant
Contractor
Owner
Owner/Builder
Professional

I hereby agree that all work will be performed by contractors licensed under the Construction Trades Licensing Act (58-55, UCA) whose licenses are in full force and effect.

#2 - In the “Add a:” dropdown, choose “Contractor” and click “Add” A new Contractor box will be added.

Additional Contacts

Add a: Contractor

Contractor General

Type General

Agent Name ? Name

Local Address ? Address

Unit

City Zip

Phone ? Phone # Fax #

Email Email Address

Professional Information

License # ? License #

Status Auto-completed

Company Auto-completed

#3 - Choose the type of Contractor you are adding from the dropdown next to “Type.”

Enter the Contractors information; the Agent Name is for the person doing the work, if you don't know who that is, just enter the company name.

If the Contractor's License has been previously verified in our system, the Status and Company boxes will automatically fill in, if they have not been previously verified in the system you will need to enter the Company Name in the last box.

#4 - Once the information is complete click “Save”. This will update the application page, adding the contractor to the list.

****Repeat these steps for each required Contractor (Mechanical, Plumbing, Electrical) ****

Required Contacts

Owner	test	(230) 560-5555
Edit	123 fake st	
Property Owner	murray, UT 84107	

Additional Contacts

Add a: Contractor [Add](#)

Contractor Mechanical

Type	Mechanical
Agent Name 	Burt Bee
Local Address 	1234 E 5678 S
Unit	
Murray	U  84123
Phone 	Phone #  Fax 
Email	Email Address 

Professional Information

License # 	123456-5501
Status	Auto-completed
Company	test

[Remove from Project](#)



Comments

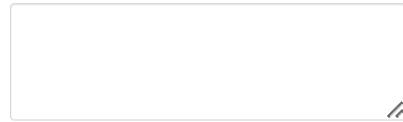
Notes to Applicant are displayed to the applicant on the application page. They are also the comments given when an applicant is rejected.

Notes to Applicant



Comments will be listed on the issued building permit.

Comments



Licensed Contractor Declaration

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[Save](#)