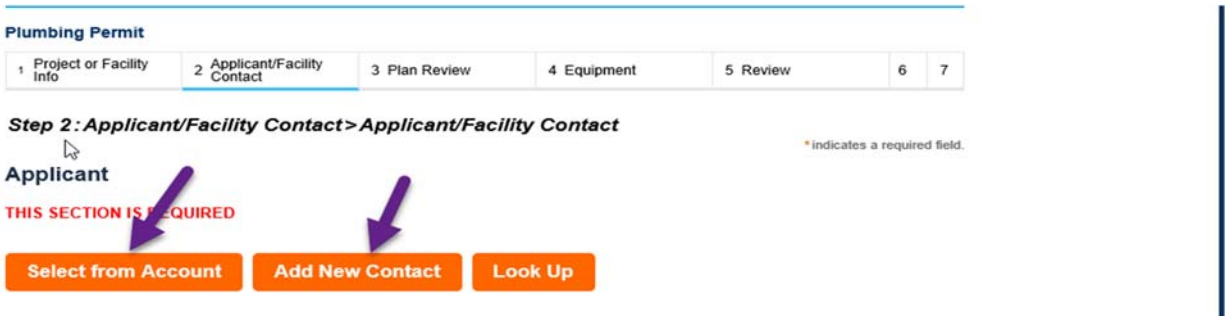
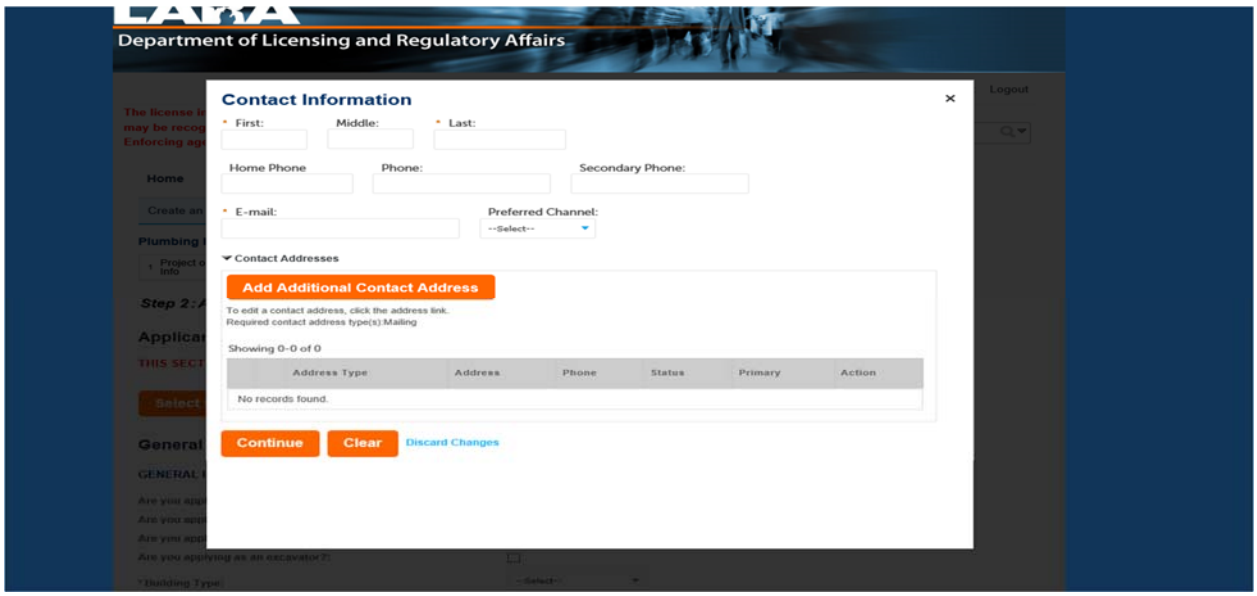
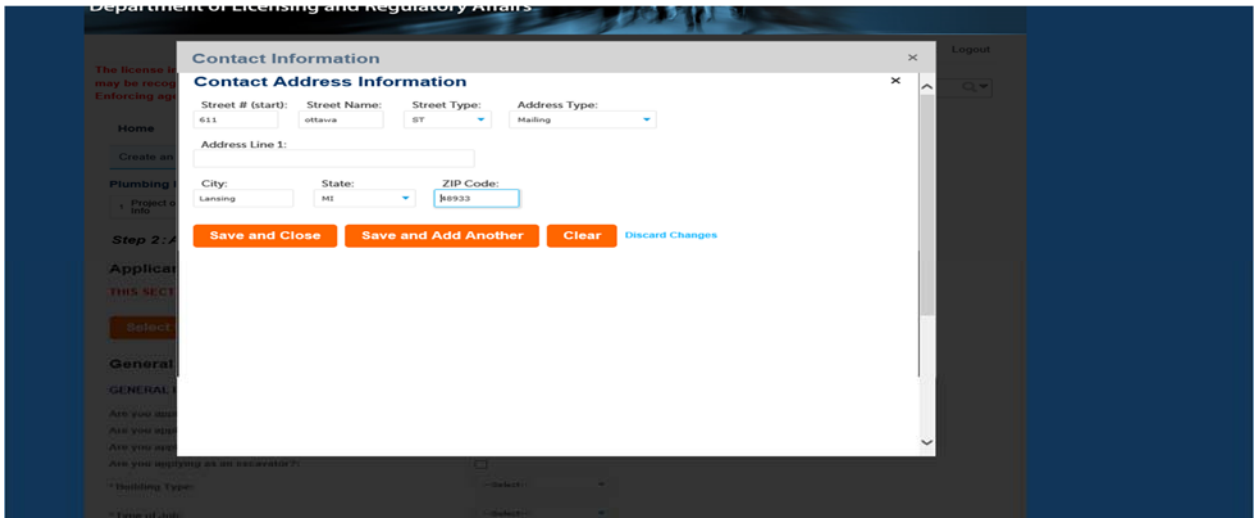
The applicant section has to be filled out. If this is your first permit, choose Add new contact. If this is not your first permit, choose Select from Account.



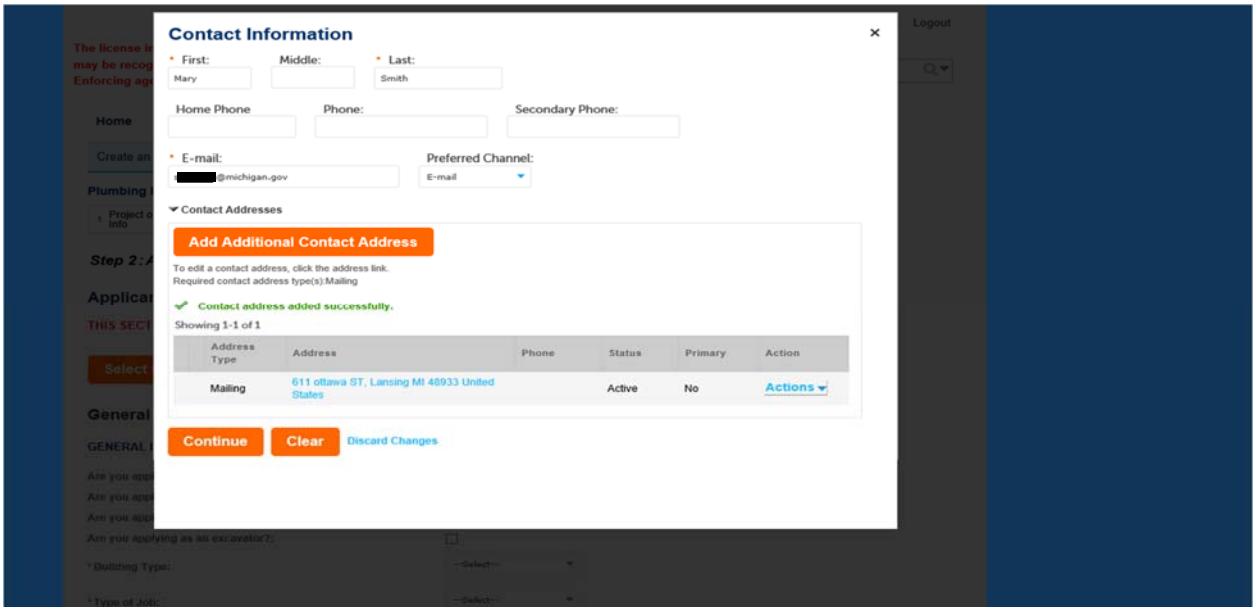
Below is the screen if this is your first permit. You will need to fill out the items that are starred. First name, last name and email address. Once complete choose Add Additional Contact Address.



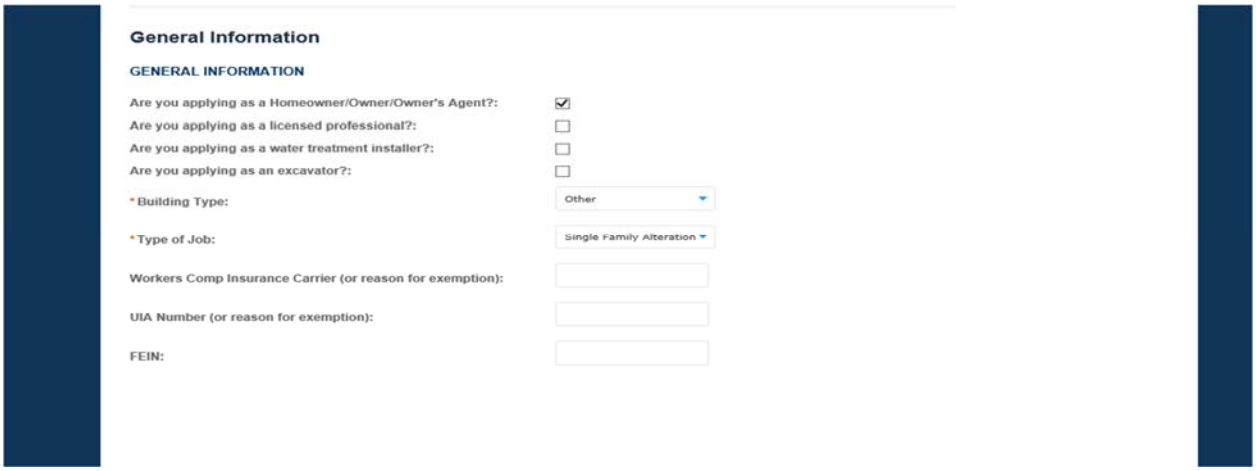
Fill out this section with a mailing address. The address type has to be Mailing. Once completed, choose Save and Close.



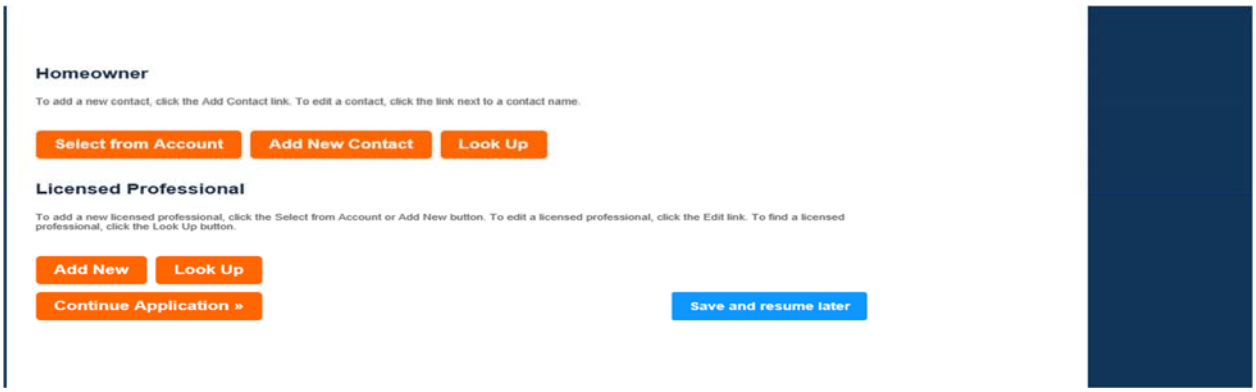
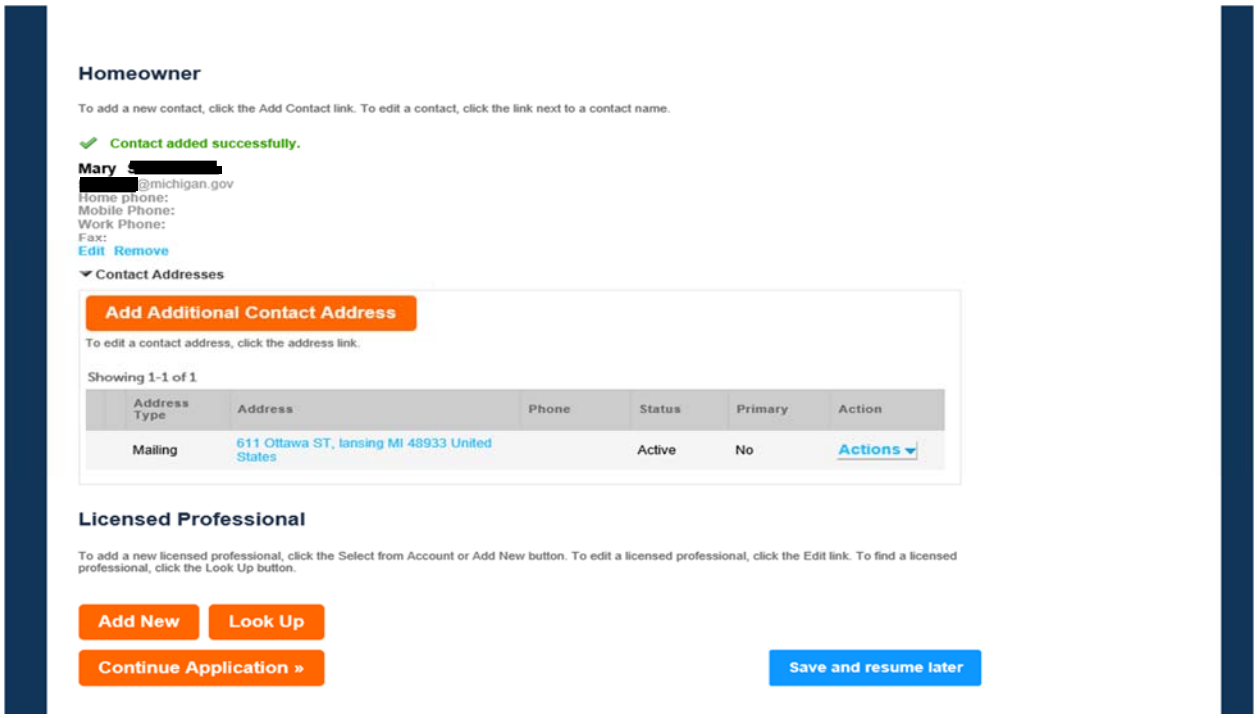
When you see the green Contact address added successfully, Choose Continue.



You will need to mark if you are applying as a homeowner, excavator, water treatment installer, or licensed professional. Mark what the building type is and the type of job. If you are a licensed professional, when working on a residential property you need to provide the Workers Comp insurance carrier, UIA n and FEIN numbers or reason for exemption.



If you are applying as a homeowner, complete the homeowner section. If you are applying as a licensed professional, complete the licensed professional section. **Not Both!**



Once you have successfully added an applicant. Please select Continue Application to move on to step three.