

Create Licensed Contractor Account

Overview

This process is used by licensed contractors to create an account on MyBuildingPermit.com. When registering a new company on MyBuildingPermit.com, state and jurisdiction license approval is required before a licensed contractor can submit a permit application.

Licensed Contractor Account

Contractor accounts are assigned to customers who hold registered state contractor licenses. A user profile is created and associated with a company profile that includes licensing and company information.

Preparation/Requirements

This procedure requires a UBI (Unified Business Identifier) number.

When registering a new company on MyBuildingPermit.com, information about company state and jurisdiction license(s) is required.

This procedure requires basic information (first and last name, company name, email address, street address, etc.) and the creation of a user name and password.

Instructions

1. Go to MyBuildingPermit.com.
 2. On the *Customer Login* page, click the **Register now** button.
 3. On the *User Registration* page, click the **Licensed Contractor:** radio button.
 4. Click the **Start Registration** button.
 5. Enter a UBI (Unified Business Identifier) to search for a company name.
 6. Click the **Search** button.
 7. The next page will show the results of your UBI search. If the company is already registered with MyBuildingPermit.com, create a user account associated with that company.
- Click **Yes - Continue** and skip to step 16.

UBI (Unified Business Identifier) Search

Enter the WA State UBI for the contracting company: (required 9 digits - no space)

The following company is currently registered with MyBuildingPermit.com with this UBI:

IPaw

- WA-IPaw****7777
- WA-IPaw**7777777

Would you like to create a user account associated with this company?

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8. If the company is not already registered with MyBuildingPermit.com, the company can be registered at this time. Complete steps 9-15.

UBI (Unified Business Identifier) Search

Enter the WA State UBI for the contracting company: (required 9 digits - no space)

This company is not currently registered with MyBuildingPermit.com. Would you like to register now?

9. Click the button.
10. On the *Company Information* page, enter the name, address and contact information of your company. Note that fields with a red asterisk * must be filled in.
11. Click the button.
12. On the *State License Information* page, select the type of license from the drop down menu and enter the state contractor license(s) associated with the UBI number used to register the company.
13. Click the button.
14. On the *Jurisdiction Selection* page, indicate the jurisdiction where the work will be done and enter all pertinent jurisdiction license information.
15. Click the button.
16. On the *User Profile* page, follow the instructions to create a user name and password. Note that fields with a red asterisk * must be filled in.
17. Click the button.
18. On the *Review and Submit* page, use the button to go back through the application and review all information before submission. After reviewing the application, check the box to certify that you will work within the scope of the state business and contractors licenses.

Review and Submit

Please review all entered information before submitting your profile. Click on Previous button to review and edit your application.

I certify that I will work within the scope of the State License(s).

Note: When creating a user account for a company already registered on MyBuildingPermit.com, all current users associated with this company will receive notification of your user registration.

Review and Submit

Please review all entered information before submitting your profile. Click on Previous button to review and edit your application.



All current users associated with this company account will receive notification of your registration.

I certify that I will work within the scope of the State License(s).

19. Click the **Submit Registration** button.

When creating a user account with a company already registered on MyBuildingPermit.com, the *Contractor Registration Confirmation* page indicates applications may be submitted right away. A confirmation email is sent confirming the account has been created.

Contractor Registration Confirmation

Thank you for your interest in MyBuildingPermit.com.

You have been registered and can begin submitting applications. All current users associated with this company account will receive notification of your registration.

When registering a new company, review steps 20-24.

20. The *Contractor Registration Confirmation* page indicates that the registration request will be sent to the appropriate jurisdiction(s) for approval.

Contractor Registration Confirmation

Thank you for your interest in MyBuildingPermit.com.

Your registration will be reviewed by each jurisdiction to verify state and local licenses. You will receive an email from each jurisdiction when you are approved or if there is additional information required

21. You will receive a confirmation email indicating that your registration will be reviewed by each jurisdiction to verify your state and local licenses.

22. To check the status of your registration request online, log in to MyBuildingPermit.com.

Click on the appropriate jurisdiction. Click on the **Start Application** button.

If the registration request has been approved, the pre-application process will initiate. If registration has not been approved, the reason is indicated.

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Pre-Application:

Jurisdiction

Application Information

Project Details

Summary

Jurisdiction

* **Jurisdiction:**

Your State License is not approved yet.

23. An email confirmation, for each jurisdiction selected during registration, is sent when the registration request has been approved.