

## Overview

This process is for property owners and professionals (architects, engineers, etc.) wishing to create accounts on MyBuildingPermit.com.

A customer account must be created before property owners and professionals may apply for and purchase specific permits online.

## Preparation/Requirements

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

## **Customer Account Definitions**

Customer accounts are defined as one of the following:

- Property Owner
- Professional
- Licensed Contractor (Refer to SOP *Create Licensed Contractor Customer Account*)

## Property Owner Customer Account

A property owner account is for those who are not registered contractors. Property owners may perform the work on their specific project or hire a licensed contractor to do it.

## Professional Customer Account

This account is for professionals (architects, engineers, etc.) applying for permits on behalf of a property owner or developer. When submitting a permit application, professional account holders must identify a registered contractor who will be doing the work

## Licensed Contractor Customer Account

Licensed contractor accounts are assigned to those customers who hold state and jurisdiction contractor licenses. These users create a user profile that is associated with a company profile that includes licensing and company information.

## Instructions

1. Go to MyBuildingPermit.com.
2. On the *Customer Login* page, click the **Register now** button.
3. On the *User Registration* page, click on the  **Property Owner:** or  **Professional:** radio button.
4. Click the **Start Registration** button.
5. On the *User Profile* page, under Account Information, follow the instructions to create an individual user name and password. Note that fields with a red asterisk \* must be completed.
6. Enter address information. Note that fields with a red asterisk \* must be completed.

## Create Property Owner or Professional Account

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7. Click on the **Submit Registration** button.
8. The *Jurisdiction* page displays and the pre-application process may be started.