


Delegates

A Delegate is a person you may add to a specific application who has access to certain functions and activities pertaining to that application. Otherwise, only the applicant has access to this application.

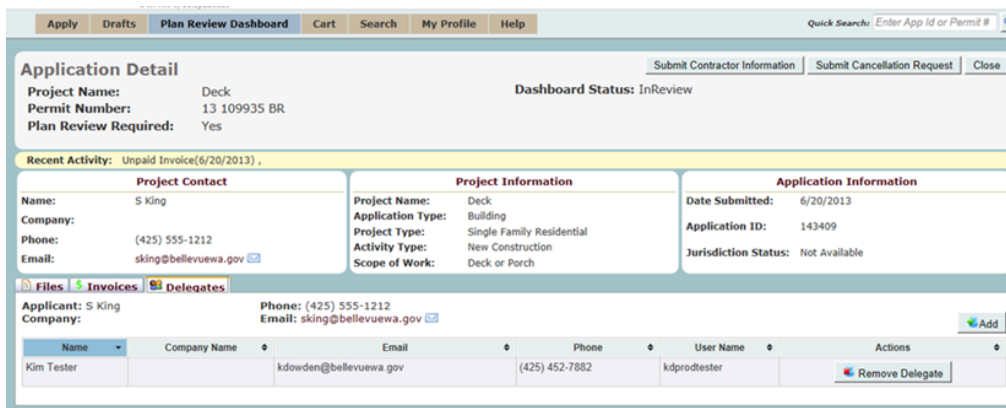
A Delegate:

- Must be a *registered* user in MyBuildingPermit,
- Is authorized to pay invoices, upload files and perform any other actions related to the application.
- Have complete access to the project and can perform the same actions as the applicant, including cancelling the project.
- Delegates are copied on all emails sent to the project contact.

Delegates assigned to a project application can be found under the *Delegates* tab on the *Application Detail* page.

A Delegate must have a separate account profile on MyBuildingPermit.com. You must have access to a delegate's **user name** to add them to your application. A delegate assigned to an application can view that application from their own MBP dashboard. This icon  appears next to the project name on the delegate's dashboard.

Application Detail Page – Delegates Tab View



The screenshot shows the 'Application Detail' page for a 'Deck' project. The 'Delegates' tab is active, displaying a table of delegates. The applicant is 'S King' with contact information: (425) 555-1212, sking@bellevuewa.gov. The project information includes: Project Name: Deck, Application Type: Building, Project Type: Single Family Residential, Activity Type: New Construction, Scope of Work: Deck or Porch. The application was submitted on 6/20/2013 with ID 143409. The jurisdiction status is 'Not Available'. A table of delegates is shown below, with one delegate listed: Kim Tester, Company Name, kdowden@bellevuewa.gov, Phone: (425) 452-7882, User Name: kdprodtester, and an action to 'Remove Delegate'.

Name	Company Name	Email	Phone	User Name	Actions
Kim Tester		kdowden@bellevuewa.gov	(425) 452-7882	kdprodtester	Remove Delegate

Delegate's MBP Dashboard View







The screenshot shows the 'Plan Review Dashboard' with a navigation menu (Apply, Drafts, Plan Review Dashboard, Cart, Search, My Profile, Help) and a search bar. Below the navigation is a filter bar with tabs for 'Needs Attention', 'Submitted', 'Not Accepted', 'Screened', 'In Review', 'Issued', and 'Closed'. A dropdown menu for 'Jurisdiction' is set to 'All'. The main content area displays a table with 2 rows of application data.


Recent Activity	Permit #/App.ID	Jurisdiction	Application Type	Proj. Name	Proj. Contact	Submit Date	Jurisdiction Status
	13 109930 BR	BELLEVUE	Building	Deck	S King	6/6/2013	Not Available
Unpaid Invoice(s)	13 109682 LO	BELLEVUE	Land Use	KD Test Land Use 5-15	Kim Tester	5/15/2013	Not Available

Add Delegates:

From the Application Detail screen:

1. Click the  **Delegates** tab
2. Click the  **Add** button.
3. Enter the **user name** and click the  **Find** button.
4. When the user details are displayed, click the  **Add User as Delegate** button.

Remove Delegates

1. To remove a delegate from the application, click the  **Remove Delegate** button under the Delegates tab.