

Registering as a Licensed Contractor

1. Go to MyBuildingPermit.com, click on [Apply For Permit](#)
2. On the *Log In* page next to 'First Time User?', click **Register Now**
3. On the *User Registration* page, select the appropriate account type: **Licensed Contractor**
4. Click [Start Registration](#)
5. On the *Contractor Registration* screen enter the valid 9 digit WA State UBI number for the company
6. Click [Continue](#)
7. A message will indicate if the company is already registered with MyBuildingPermit.com click [Yes\(Continue\)](#) to take the following actions:
 - a. If the company is not already registered you will be prompted to register a new company account. **Proceed to step 8.**
 - b. If the company is already registered you will be prompted to create a user account to associate with the company. **Proceed to step 12.**
8. On the *Company Information* page, fields are automatically populated with data pulled from WA Labor & Industries based on the UBI number entered in step 5.
9. Edit any information as needed and complete all required fields, then click [Next](#)

Note: License numbers and expiration dates cannot be modified on MyBuildingPermit.com. Any changes/corrections must be updated directly with WA Labor & Industries.
10. On the *Jurisdiction License* page, enter local license information for **all** applicable jurisdictions
11. Click [Next](#)
12. On the *User Information* page, complete all required fields
13. Click [Next](#)
14. Select checkbox to certify, then click [Finish](#)
15. A *Confirmation Page* will appear and an email will be sent confirming your account creation. At this point you may Register with another company or Exit Registration.