

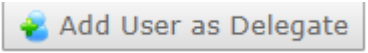




Adding and Removing Delegates

Delegates:

- Must be a registered user with a separate account profile on MyBuildingPermit.com.
- Are 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.
- Are copied on all emails sent to the project contact.
- Can view the application from their own dashboard.
- Can be added after the application has been accepted by the jurisdiction.

Steps to Add/Remove a Delegate:

1. Search for the submitted Application using one of the following methods:
 - a. Search by the App ID or Permit #.
 - b. Click on Plan Review Dashboard and locate the application based on status within the corresponding tab.
2. Click on the applicable linked permit # or App ID to open the *Application Detail* page.
3. On the *Application Detail* page, select  Delegates .
4. Click  .
5. Enter the User Name of the delegate to be added and click Find.
6. Click  to add.
7. To **remove** delegate, on the Delegates tab click  next to the applicable delegate.
8. An email is sent to the delegate to confirm when added or deleted from an application.
9. On the Delegate's dashboard, applicable applications are designated with an  icon next to the project name.