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.
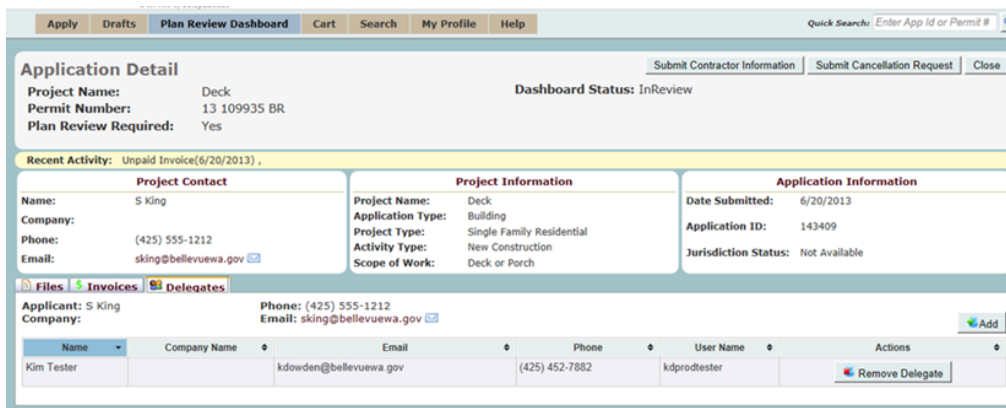
A Delegate:
- Must be a *registered* user in MyBuildingPermit,
- Is authorized to pay invoices, upload files and perform any other actions related to the application.
- Have complete access to the project and can perform the same actions as the applicant, including cancelling the project.
- Delegates 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

Delegate's MBP Dashboard View

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.