Instructions for Adding Contractor Information on Application Edit.

1. After you login to Portal, click on My Records

Logged in as:yaser test   Collections (0)   Cart (0)   Reports (1) ▼   Account Management   Logout

Search...   [Q ▾]

Home   Building   Licenses

Dashboard   My Records   My Account

Hello, yaser test

Saved in Cart (0)	View Cart
There are no items in your shopping cart right now.	

My Collection (0)	View Collections
You do not have any collections right now.	

Work in progress ⑦				View All Records
Record Name	Record ID	Module	Creation Date	Action

2. Click on Edit next the Permit where the contractor information needs to be added.

	Dashboard	**My Records**	My Account

▾ Building

Showing 1-10 of 19 | Download results | Add to collection | Add to cart

	Date	Permit Number	Record Type	Address	Status	Action
☐	07/23/2020	20TMP-048354	Plumbing and Gas Permit	1100 4TH ST SW, WASHINGTON DC 20024		Resume Application
☐	07/23/2020	20TMP-048220	Plumbing and Gas Permit	1100 4TH ST SW, WASHINGTON DC 20024		Resume Application
☐	07/18/2020	P2007511	Plumbing and Gas Permit	1100 4TH ST SW, WASHINGTON DC 20024	Permit Issued	
☐	05/08/2020	20TMP-028605	Addition Alteration Repair Permit	3101 WISCONSIN AVE NW, WASHINGTON DC 20016		Resume Application
☐	04/13/2020	AH2001248	After Hours Permit	1100 4TH ST SW, WASHINGTON DC 20024	Permit Issued	
☐	03/20/2020	SA2000001	Survey Authorization	1100 4TH ST SW, WASHINGTON DC 20024	Survey Approved	
☐	03/20/2020	SWC2000001	Wall Check Authorization	1100 4TH ST SW, WASHINGTON DC 20024	Survey Approved	
☐	02/14/2020	20TMP-009429	PDRM Zoning Review	1100 4TH ST SW, WASHINGTON DC 20024		Resume Application
☐	02/14/2020	20TMP-009393	PDRM Zoning Review	710 21ST ST NW, WASHINGTON DC 20052		Resume Application
☐	10/23/2019	B2007363	Alteration and Repair Permit	1220 D ST SE, WASHINGTON DC 20003	Contractor Information Missing	Edit

3. Click on Edit next General Contractor to add the required contractor information.

GENERIC ASI

Enter all floors involved in proposed construction.:	
Total work area affected by proposed construction:	555
Is this Property located in a FloodPlain Zone?:	No
Is this Project being submitted for a 3rd Party Review?:	No
Was the property under Stop Work Order (SWO) or is there a current SWO applied? (If YES, please provide the SWO Release):	
Are you making any structural changes during your minor repairs to exterior features and/or interior renovations to a Single Family Dwelling/Two Family Flat:	
Making interior renovations to a Single Family Dwelling or Two-Family flat with no structural changes:	No

Engineer   Edit

Architect   Edit

Design Professional   Edit

General Contractor   Edit

Sub Contractor   Edit

Showing 0-0 of 0

License Type	License Number	Contact Name	Business Name	E-mail	Home Phone	Action
No records found.						

4. Click on Lookup to find the corresponding General Contractor.

General Contractor

To select a **Licensed Professional** or **Permit Expediter**, click the Look Up button. TO RECEIVE NOTIFCATIONS, PLEASE UPDATE YOUR PROFESSIONAL LICENSE ACCOUNT WITH YOUR CURRENT EMAIL ADDRESS: Professional Licensing

Permit Expediters, please select the following link to register if your name does appear in the list: Permit Expediter Registration Form

Look Up

Sub Contractor

To select a **Licensed Professional** or **Permit Expediter**, click the Look Up button. TO RECEIVE NOTIFCATIONS, PLEASE UPDATE YOUR PROFESSIONAL LICENSE ACCOUNT WITH YOUR CURRENT EMAIL ADDRESS: Professional Licensing

Permit Expediters, please select the following link to register if your name does appear in the list: Permit Expediter Registration Form

Look Up

Showing 0-0 of 0

License Type	License Number	Contact Name	Business Name	E-mail	Home Phone	Action
No records found.						

Continue Application »

5. After the contractor information is added, click on Continue Application.

General Contractor

To select a Licensed Professional or Permit Expediter, click the Look Up button. TO RECEIVE NOTIFCATIONS, PLEASE UPDATE YOUR PROFESSIONAL LICENSE ACCOUNT WITH YOUR CURRENT EMAIL ADDRESS: Professional Licensing

Permit Expediters, please select the following link to register if your name does appear in the list: Permit Expediter Registration Form

✔ Licensed professional added successfully.

Test Contractor
TEST CONTRACTOR
License Type:General-Contractor
License Number:499999999999
Address: Washington 20024
Edit Remove

Sub Contractor

To select a Licensed Professional or Permit Expediter, click the Look Up button. TO RECEIVE NOTIFCATIONS, PLEASE UPDATE YOUR PROFESSIONAL LICENSE ACCOUNT WITH YOUR CURRENT EMAIL ADDRESS: Professional Licensing

Permit Expediters, please select the following link to register if your name does appear in the list: Permit Expediter Registration Form

Look Up

Showing 0-0 of 0

License Type	License Number	Contact Name	Business Name	E-mail	Home Phone	Action
No records found.						

Continue Application »

6. Accept the agreement at the bottom of the page and click on Submit Updated information.

If you are applying for a Construction Permit, or Shop Drawing approval, DO NOT upload your plans here; you will receive an email notification with instructions on how to upload the plans.

For Fire Alarm (FA) and Fire Suppression (FS) or Elevator (EN or ER) applications, please upload the Building and Electrical or Plumbing permits only where applicable. You will receive an email for uploading drawings and supporting documents to Project Dox. In Project Dox, all plans are uploaded to the drawings folder, all non-plans items, including all permits, cut sheets, required calculations and other items on the Submittal Requirements Checklists are uploaded to the supporting documents folder, once your application has been accepted. Shop drawings for storage tanks and pressure vessels follow the Fire Suppression (FS) applications process.

Building Plat requests do not require attached documents. Subdivision applications require a deed upload for single lot applications. Multiple lot applications require a deed and a sketch of proposed lots.

The maximum file size allowed is **100 MB**.
html;htm;mht;mhtml are disallowed file types to upload.

Doc Name	Upload Date	Description	Type
PERM_Application_Report_v1_20200421_223419.pdf	04/21/2020		Application

I hereby certify that the name provided in this application has the authority as the owner of the property, or as an agent for the owner, to submit this application. I certify that the information provided is complete and correct to the best of my knowledge. I understand that the name provided will be the name printed on the application.

False statements may be subject to fines and prosecution as applicable by statute. If the District of Columbia government learns that the person submitting this application is not authorized to do so, any permits or licensing affiliated with this application may be revoked or suspended. By checking the box below, I understand and agree that I am electronically signing and filing this application.

☑ By checking this box, I agree to the above certification.   Date: 07/24/2020

Submit Updated Information