

Contractor Registration Guide

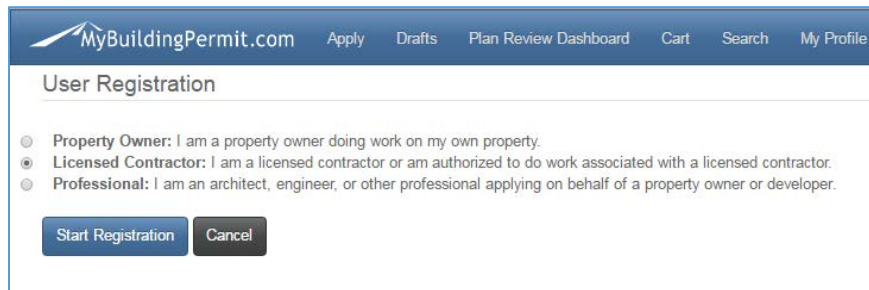
If you are a licensed contractor doing the work, you must be registered with MyBuildingPermit.com. This allows jurisdictions to verify that you have the appropriate state and jurisdiction licenses to perform the work before a permit is issued.

Contractor registration is reviewed by each of the participating jurisdictions and contractors must be approved in order to receive a permit. For Plan-Review permits, the jurisdiction will validate your licenses as part of the review process. For non-Plan-Review permits, your license data must be current and approved.

An email will be sent from each jurisdiction when the registration is approved. You can also check your MyBuildingPermit.com account for the status of your application.

Table of Contents

Overview Contractor Registration.....	2
Summary of Steps:	2
Detailed Steps:	3
Associate User Account with Company.....	8
MyProfile --Managing Your Account.....	10



MyBuildingPermit.com Apply Drafts Plan Review Dashboard Cart Search My Profile

User Registration

☐ **Property Owner:** I am a property owner doing work on my own property.

☒ **Licensed Contractor:** I am a licensed contractor or am authorized to do work associated with a licensed contractor.

☐ **Professional:** I am an architect, engineer, or other professional applying on behalf of a property owner or developer.

Overview Contractor Registration

This process is used by licensed contractors to create an account on MyBuildingPermit.com.

When registering a new company on MyBuildingPermit.com, state license validation is required as well as some jurisdictions require local business licenses before a licensed contractor can submit a permit application.



A company UBI may only be registered one time with MyBuildingPermit, although there can be multiple user accounts associated with a single company.

Licensed Contractor Account

A user profile is created and associated with a company profile that includes licensing and company information. A Contractor user account can be associated with multiple companies.

Preparation/Requirements

This procedure requires a UBI (Unified Business Identifier) number.

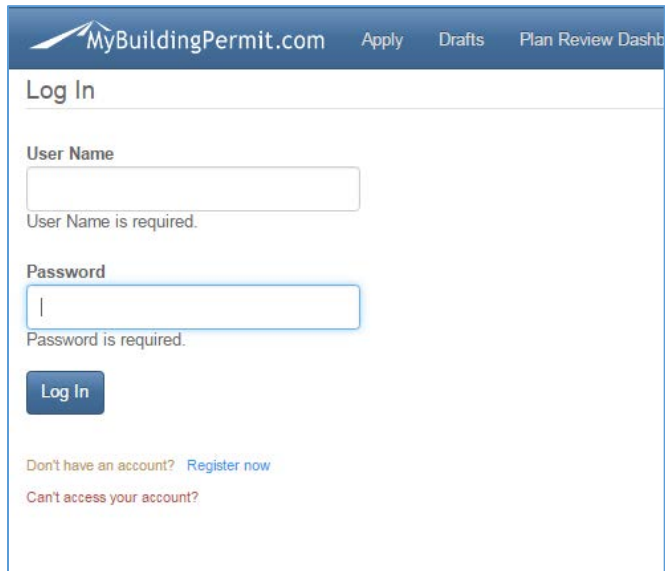
When registering a new company on MyBuildingPermit.com, information about company state and jurisdiction license(s) is required. This procedure requires basic information (first and last name, company name, email address, street address, etc.) and the creation of a user name and password.

Summary of Steps:

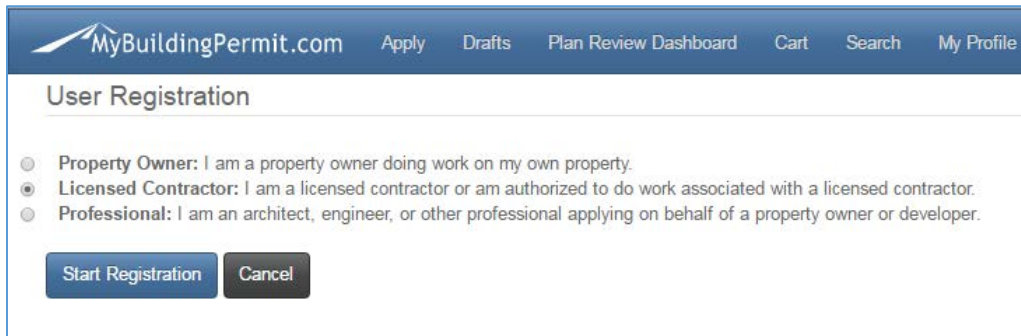
1. Click **Register Now** on the MyBuildinPermit Login Page
2. Select Licensed Contractor
3. Enter UBI number
4. Register Company if not already in MyBuildingPermit
5. Verify Company Information and Enter Phone Number
6. Enter Jurisdiction License information (must enter at least 1)
7. Enter User Account Information
8. Review and Certify
9. Exit the Registration Process or Register with another Company

Detailed Steps:

From MyBuildingPermit Log In page, Click [REGISTER NOW](#) :



Select the Licensed Contractor radio button:

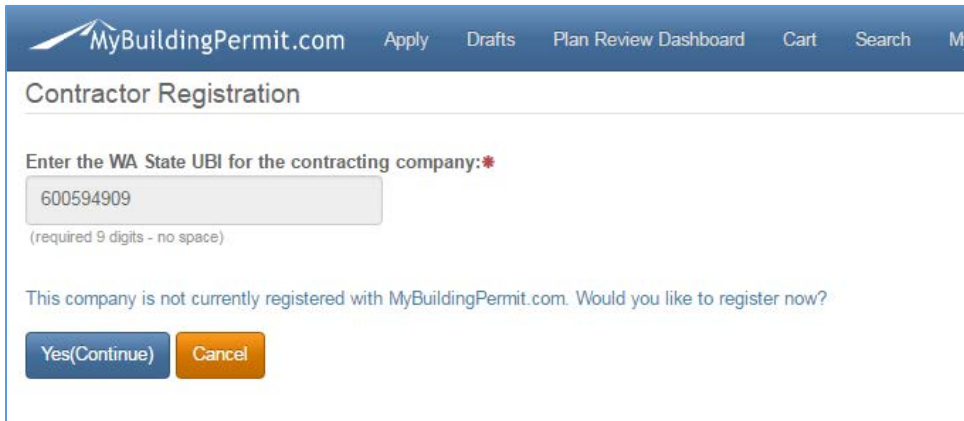


Enter the 9-digit State UBI number and click **SEARCH**.

If the UBI number is valid, you will see a message indicating if the company is already registered with MyBuildingPermit or not. If you have entered the incorrect UBI number, click **CANCEL** and try again.

- If the company is already registered in MyBuildingPermit, you can create a user account to associate with it. Please see **Associate User Account with Company section**.
- If the company does not exist in MyBuildingPermit, you have the option to register it.

To register a company, select Yes (Continue) to go to the Company Information page.

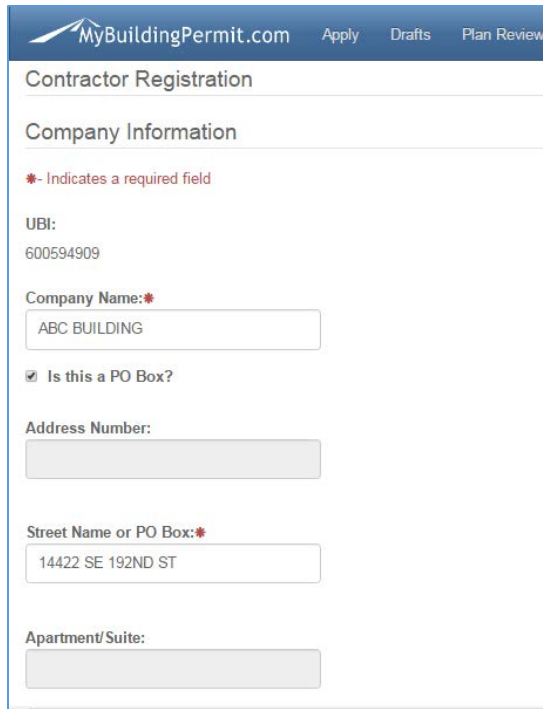


After you click **YES** (Continue), the Company Information page opens with prefilled data. This information comes directly from WA Department of Labor and Industries (L&I). You *must* add the phone number, and may edit other information on this form.



All fields with a Red Asterisk (*) are required. License numbers and expiration dates cannot be modified in MyBuildingPermit as this data is updated in MyBuildingPermit directly from L&I on a daily basis.

If you need to change this information, contact WA L&I. Contractor registration, Phone: 360-902-5226 (Option 2), Toll-free: 1-800-647-0982, Email: ContReg@lni.wa.gov



MyBuildingPermit.com Apply Drafts Plan Review

Contractor Registration

Company Information

*- Indicates a required field

UBI:
600594909

Company Name:*

☒ Is this a PO Box?

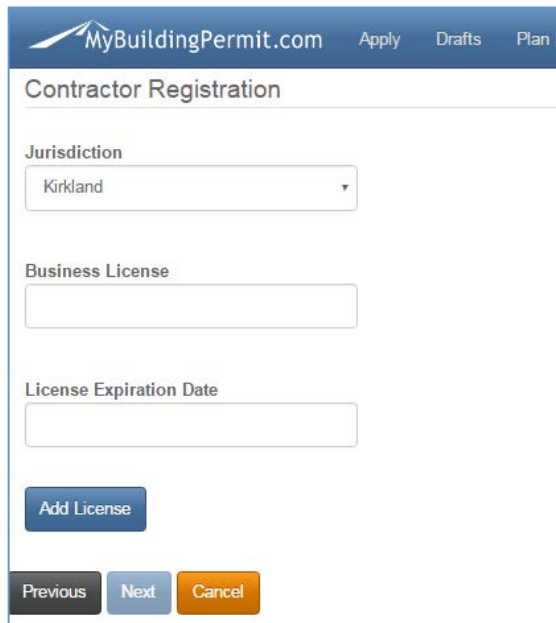
Address Number:

Street Name or PO Box:*

Apartment/Suite:

Once all the Company Information has been entered, click **NEXT** and enter the Jurisdiction License Information. Select the jurisdiction from the drop-down, enter the applicable business license and expiration date. Click **ADD LICENSE**.

 You must enter at least one jurisdiction, even if they do not require a local business license.



MyBuildingPermit.com Apply Drafts Plan Review

Contractor Registration

Jurisdiction

Business License

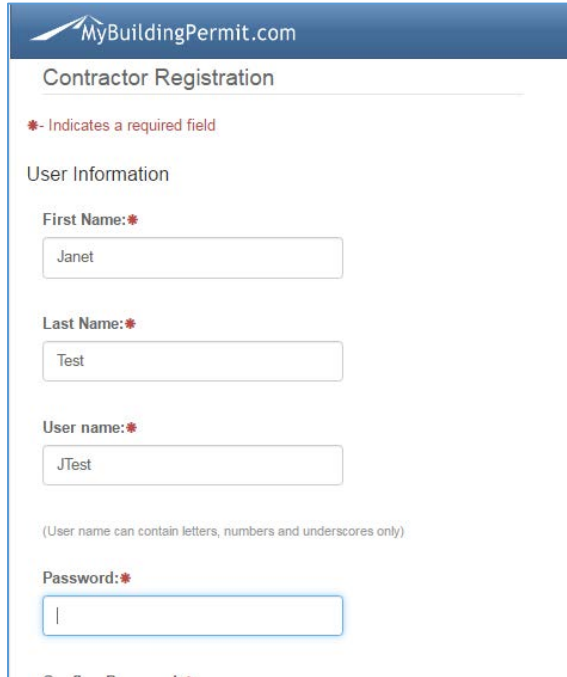
License Expiration Date

Add License

Previous **Next** **Cancel**

To add another, click the drop-down for Jurisdiction, and enter the License information. When you are finished entering Jurisdiction Licenses, Click **NEXT**.

Enter your User Information.



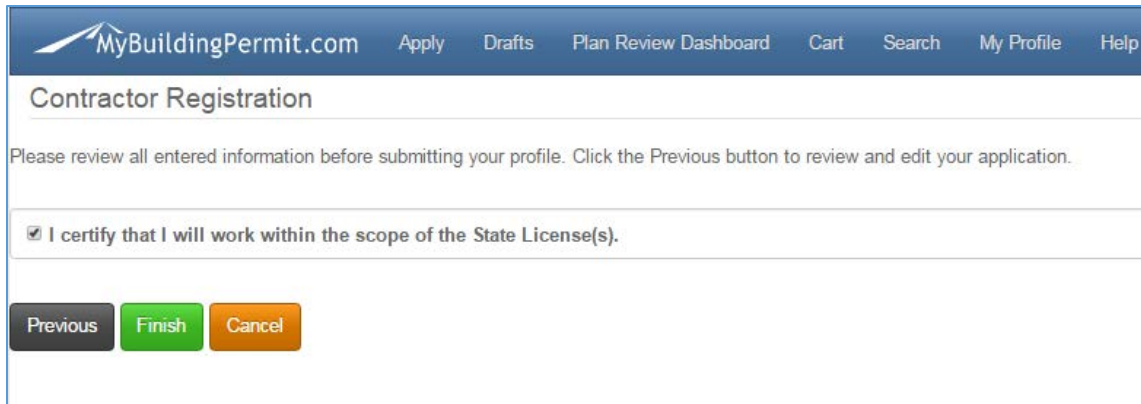
The screenshot shows the 'Contractor Registration' form on the MyBuildingPermit.com website. The 'User Information' section includes four required fields, each marked with a red asterisk: 'First Name' (containing 'Janet'), 'Last Name' (containing 'Test'), 'User name' (containing 'JTest'), and 'Password' (empty). A note below the 'User name' field states: '(User name can contain letters, numbers and underscores only)'. A red arrow icon points to the 'User name' field.



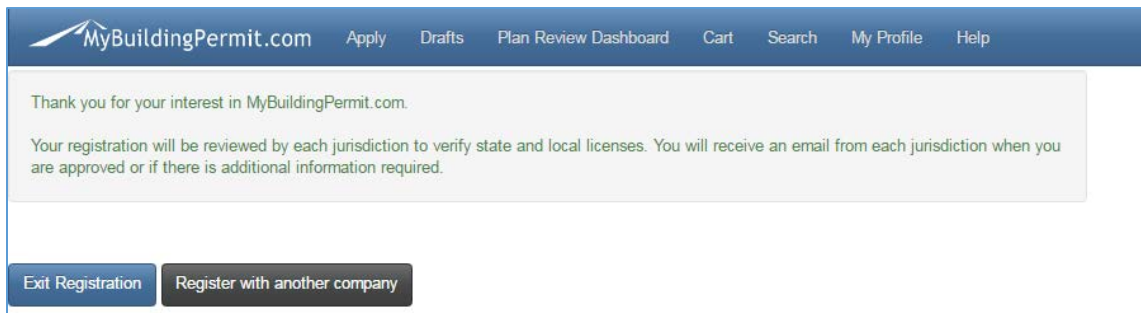
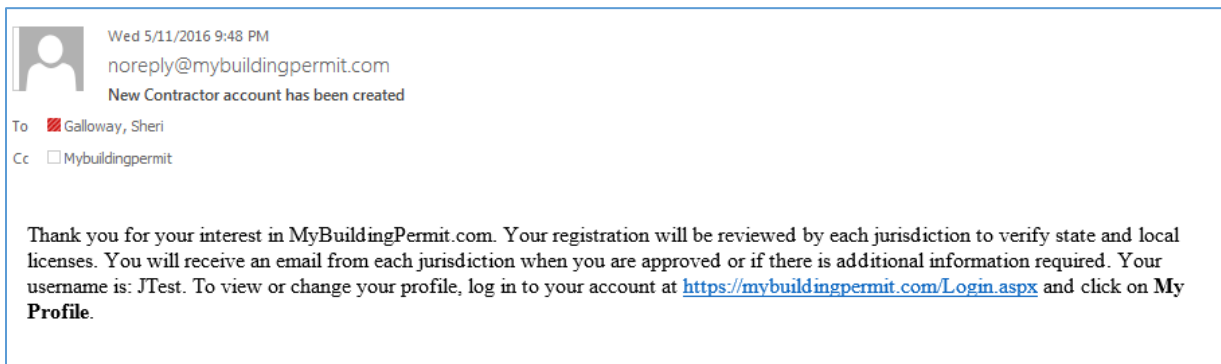
User name has to be unique and may *not* contain spaces or any special characters with the exception of an underscore.

Choose a **password** that is between 8 and 15 characters long and includes at least one lowercase letter, one uppercase letter, a number, and a special character (*for example, #, |, \$, % and spaces*)

Click **NEXT** and review your information, then mark the certify box. Click **FINISH**.



You will receive a confirmation page of your registration, as well as an email confirming your account creation. You may **Register with another company** at this point, or once your account has been created, you may use MyProfile on the Ribbon at the top of the screen to manage your Contractor Account and Associated Company Information.

Associate User Account with Company

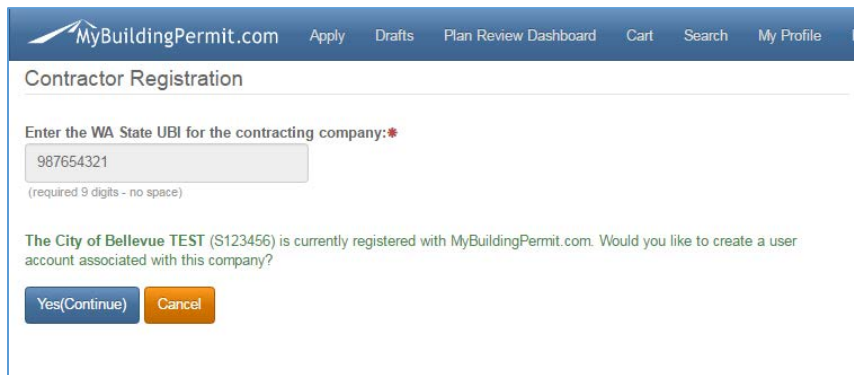
You may associate your user account with a company already registered in MyBuildingPermit in two locations-- Your initial account registration process or MyProfile (Account Management)

Initial Account Registration:

As you are registering your new Contractor Account, if the UBI number entered already exists in MyBuildingPermit, you have the option to create a user account associated with that company.

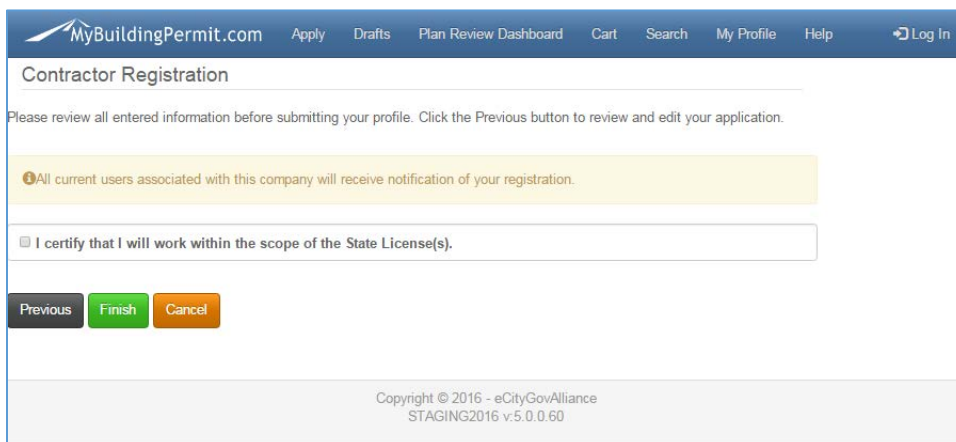


When you associate a user account with an existing company, all existing user accounts associated with that company will receive an email of your new account.



The screenshot shows the 'Contractor Registration' page. At the top is a navigation bar with links: MyBuildingPermit.com, Apply, Drafts, Plan Review Dashboard, Cart, Search, My Profile, and Help. Below the navigation bar, the page title is 'Contractor Registration'. A form field is labeled 'Enter the WA State UBI for the contracting company:' with a red asterisk. The field contains the text '987654321'. Below the field, it says '(required 9 digits - no space)'. A message below the field states: 'The City of Bellevue TEST (S123456) is currently registered with MyBuildingPermit.com. Would you like to create a user account associated with this company?'. At the bottom of the form are two buttons: 'Yes(Continue)' and 'Cancel'.

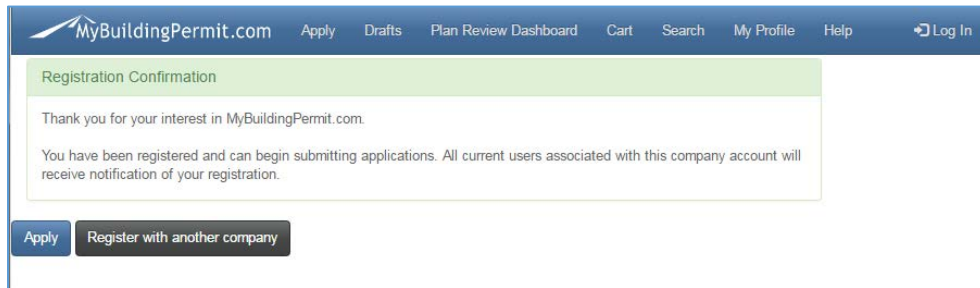
You may associate your user account with more than one company if you do permits for multiple organizations. This alleviates the need to have more than one user account. When you apply for a permit and select "Who is Doing the Work?" you will have a listing of all the companies you are associated with from which to choose.



The screenshot shows the 'Contractor Registration' page. At the top is a navigation bar with links: MyBuildingPermit.com, Apply, Drafts, Plan Review Dashboard, Cart, Search, My Profile, Help, and a 'Log In' button. Below the navigation bar, the page title is 'Contractor Registration'. A message states: 'Please review all entered information before submitting your profile. Click the Previous button to review and edit your application.' Below this is a yellow notification box with an information icon and the text: 'All current users associated with this company will receive notification of your registration.' Below the notification box is a checkbox with the text: 'I certify that I will work within the scope of the State License(s)'. At the bottom of the form are three buttons: 'Previous', 'Finish', and 'Cancel'. At the very bottom of the page, there is a footer with the text: 'Copyright © 2016 - eCityGovAlliance STAGING2016 v:5.0.0.60'.

Once you've marked the certification box and clicked **FINISH**, you have the option to **APPLY** for a permit, or **REGISTER WITH ANOTHER COMPANY**.

You will receive a confirmation email.



The screenshot shows the 'Registration Confirmation' page on the MyBuildingPermit.com website. The page has a blue header with the site logo and navigation links: Apply, Drafts, Plan Review Dashboard, Cart, Search, My Profile, Help, and a Log In button. The main content area has a green header for 'Registration Confirmation'. Below this, a message reads: 'Thank you for your interest in MyBuildingPermit.com. You have been registered and can begin submitting applications. All current users associated with this company account will receive notification of your registration.' At the bottom of the content area, there are two buttons: 'Apply' and 'Register with another company'.

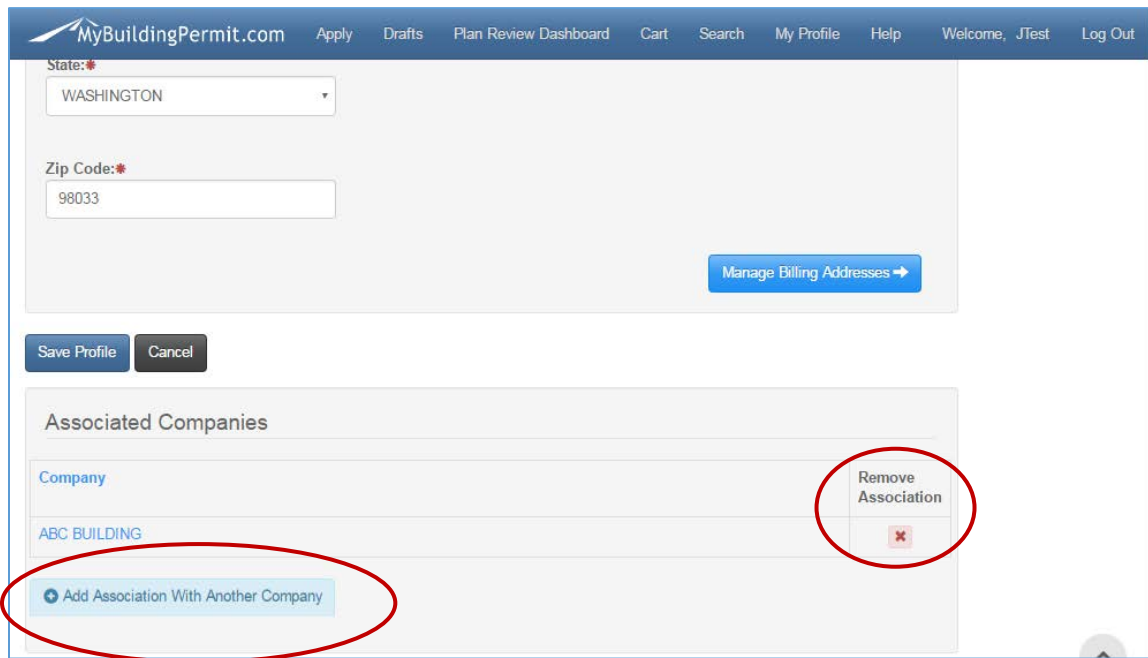
MyProfile --Managing Your Account

Along with updating your name, addresses and other pertinent information on your user account, you can also manage the companies which you are associated. You may:

- a. Remove Association
- b. Add Association with Another Company
- c. View and edit Company Information

a. **To Remove** an Association click the Red “X” in the right column. This only removes your user account association to this company. It will not remove your account, the company profile, or any other users associated with the company.

b. **Add Association with Another Company** – Click the + **ADD ASSOCIATION WITH ANOTHER COMPANY** button towards the bottom of the screen, enter the UBI number for the new company, click **FIND**. If that is the correct company, mark the certification box and click the green **SELECT** button. Click **CLOSE** to complete the process and now you will see the additional company listed in your Associated Companies on your profile.



The screenshot shows the user profile page on MyBuildingPermit.com. The top navigation bar includes links for Apply, Drafts, Plan Review Dashboard, Cart, Search, My Profile, Help, Welcome, JTest, and Log Out. The main content area has a form for updating the user's state (currently WASHINGTON) and zip code (currently 98033). Below this is a 'Manage Billing Addresses' button. The 'Associated Companies' section is a table with one row for 'ABC BUILDING'. To the right of this row is a 'Remove Association' button with a red X icon. At the bottom of the 'Associated Companies' section is a button labeled '+ Add Association With Another Company', which is circled in red. The 'Remove Association' button is also circled in red.

Find Company

Enter the WA State UBI for a company:*

999999999 (required 9 digits - no space)

Find Company

☒ I certify that I will work within the scope of the State License(s).

The City of Bellevue TEST

All current users associated with this company will receive notification of your registration.

Close

MyBuildingPermit.com Apply Drafts Plan Review Dashboard Cart Search My Profile Help Welcome, Sheri42 Log Out

Zip Code:*

98006

Manage Billing Addresses →

Save Profile Cancel

Associated Companies

Company	Remove Association
Magen Michaud Builders	<input checked="" type="button" value="X"/>
The City of Bellevue TEST	<input checked="" type="button" value="X"/>

Add Association With Another Company

- c. **View and Edit Company Information** –clicking on the Company name will take you that Company’s profile.

 All fields with a Red Asterisk (*) are required. License numbers and expiration dates cannot be modified in MyBuildingPermit as this data is updated in MyBuildingPermit directly from L&I on a daily basis.

MyBuildingPermit.com
Apply
Drafts
Plan Review Dashboard
Cart
Search
My Profile

Company Profile Information

Company Name:
Magen Michaud Builders

State Business License:
999999999

* - Indicates a required field

Is PO Box:
☐

Address Number: *
1510

Street or PO Box: *
Ilwaco Ave NE

Apartment/ Suite:

City: *
Renton

State: *
WA

Zip: *
98059

Phone Number: *
(425) 452-7109

Phone 2:
() -

Save

Done

State Contractor Licenses

State Contractor License #	Type	Expiration Date	Status
MICHAC*153N6	CONSTRUCTION	8/20/2017 12:00:00 AM	ACTIVE


[Apply](#)
[Drafts](#)
[Plan Review Dashboard](#)
[Cart](#)
[Search](#)
[My Profile](#)

shen-contractor	Shen	Contractor-Test	sgalloway@bellevuewa.gov		2/16/2016 9:13:00 AM
riok-Contractor	Roopa	Lokanath	riokanath@bellevuewa.gov		2/16/2016 12:32:00 PM
JustMe	Just	Me	riokanath@bellevuewa.gov		2/16/2016 12:37:00 PM
sgalloway-contr	Sheri	GallowayTest	sgalloway@bellevuewa.gov		2/11/2016 7:52:00 PM
LauraBContractor	Laura	B	lblechen@bellevuewa.gov		4/6/2016 11:24:00 AM
Sheri42	Sheri	Test	sgalloway@bellevuewa.gov		5/10/2016 10:07:00 AM

Jurisdiction Licenses (Existing and Pending)

Jurisdiction	Business License #	Expiration Date (mm/dd/yyyy)	Status	Edit
Bellevue	9999999999	Not Required	Approved	Edit
Bothell	TEST123	12/31/2016	Approved	Edit
Issaquah	TEST123	12/31/2016	Approved	Edit
Kirkland	121324	12/31/2018	Denied	Edit
Mercer Island	TEST123	12/31/2016	Approved	Edit
Renton	121324	3/28/2014	Approved	Edit
Snoqualmie	test	10/31/2011	Pending	Edit

Request use of an additional local business license:

Request