

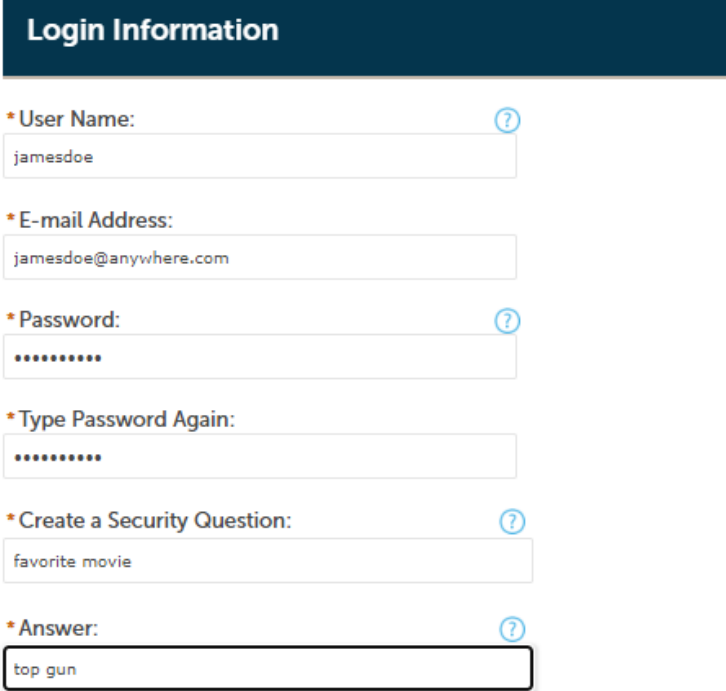
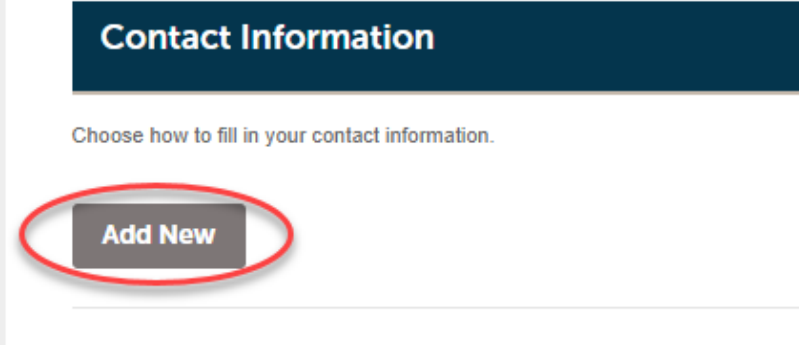


How to register for an ePermits Center account

Go to the ePermits Center website -- <https://epermits.cccounty.us>

Click New Users: Register for an Account

Read, accept and check box the General Disclaimer. Click Continue Registration

<p>Enter your log in information</p>	
<p>Click Add New. Make sure you allow pop ups for the site https://epermits.cccounty.us</p>	

Select what type of Contact you are.

Select Contact Type [X]

Choose one of the following for your profile:

- Contractor/Contractor Agent** - if you are a licensed contractor or contractor's agent applying for a permit.
- Owner** - if you are a Property Owner Builder applying for a permit or planning application.
- Owner's Agent** - if you are applying on behalf of the property owner.
- Design Professional** - if you are a licensed engineer, designer or architect who will apply for a permit.
- Contact Person** - if you are not one of the above types and will submit a building permit or planning application, want to be a contact on an existing application or just want an account.

****Note that building permits are issued to contractors, property owners of record, and authorized agents only.**

* Type: [?] [changes]

--Select--

- Select--
- Contact Person
- Contractor/Contractor Agent
- Design Professional
- Owner
- Owner's Agent

Enter your contact information and click Continue

Contact Information

* First: James * Last: Doe

Name of Business: Development Inc.

* Address Line 1: 123 Main Street

* City: Martinez * State: CA * Zip: 94553-

Country: United States

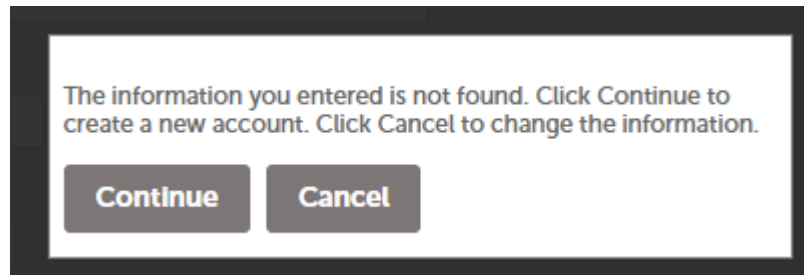
* Main Phone: 925-555-5555 Work Phone: Mobile Phone:

* E-mail: jamesdoe@anywhere.com

Continue Clear Discard Changes

If you exist in our database already, you will not see this pop up.

Click Continue to create your new account.



Your Contact information is now added. Click Continue Registration to finish.

You now log in.

Contact Information

Choose how to fill in your contact information.

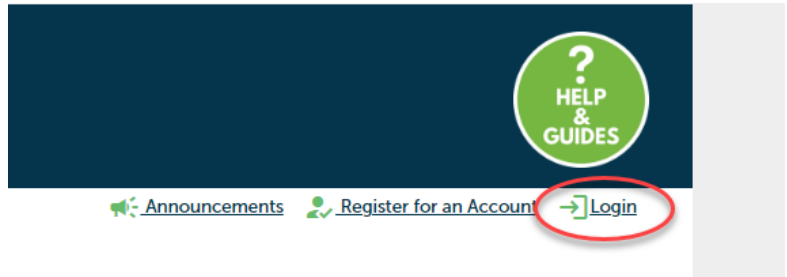
✓ **Contact added successfully.**

Name: James Doe
Business Name: Development Inc.
Email: jamesdoe@anywhere.com
Street Address: 123 Main Street
City: Martinez
State: CA
Zip: 94553
Main phone: 925-555-5555
Mobile Phone:
Work Phone:
[Edit](#) [Remove](#)

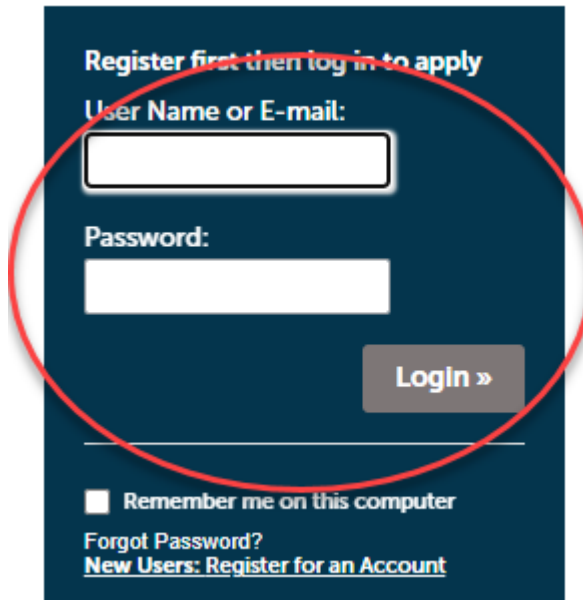
Continue Registration »

Are you a licensed contractor with CSLB or licensed contractor's agent?
If yes, follow these next steps to connect your CSLB license.

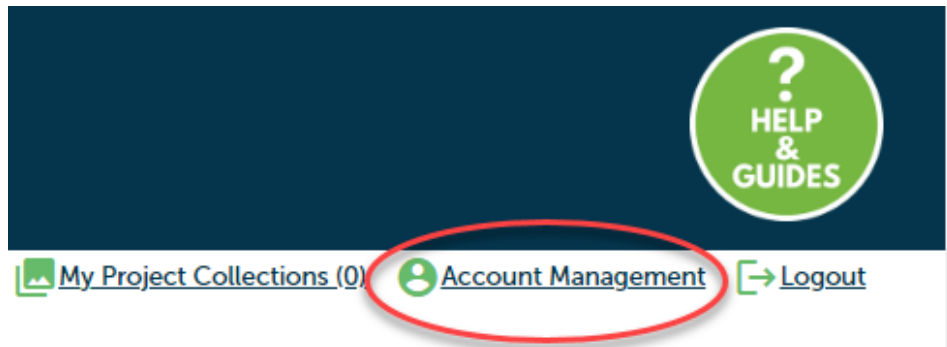
Log in to your account



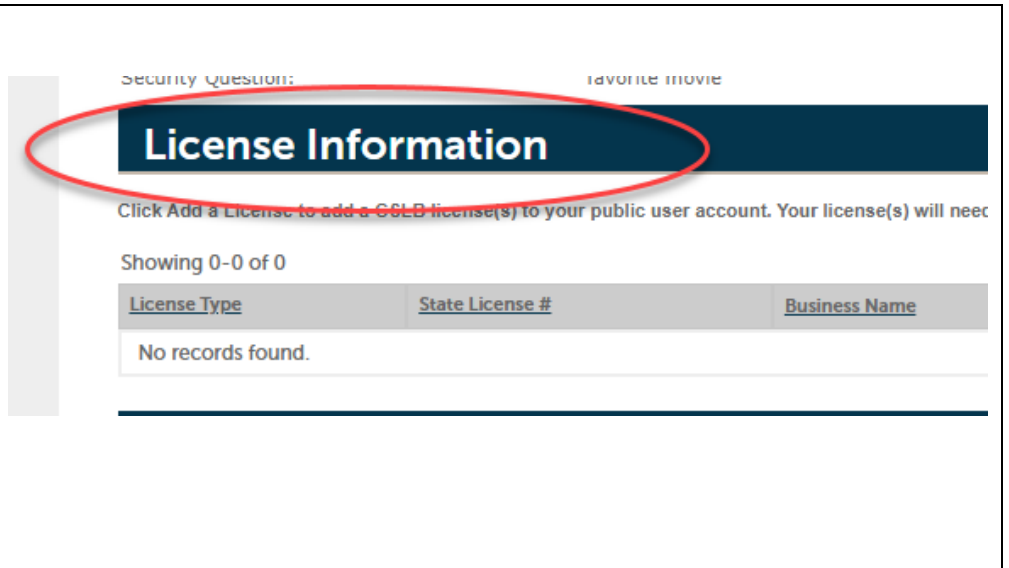
Or



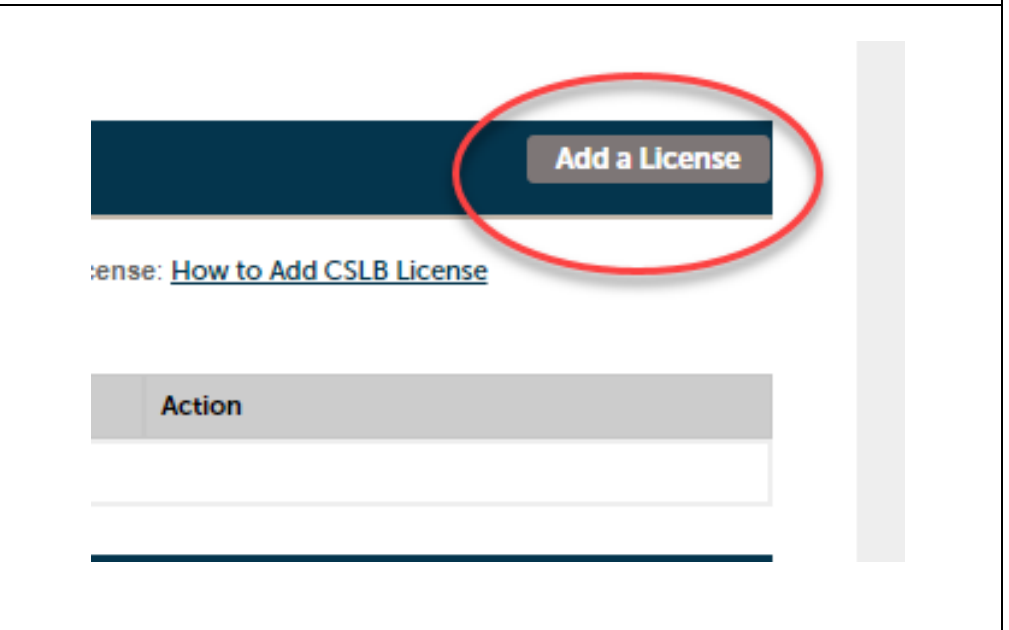
On the top right of the screen, click Account Management



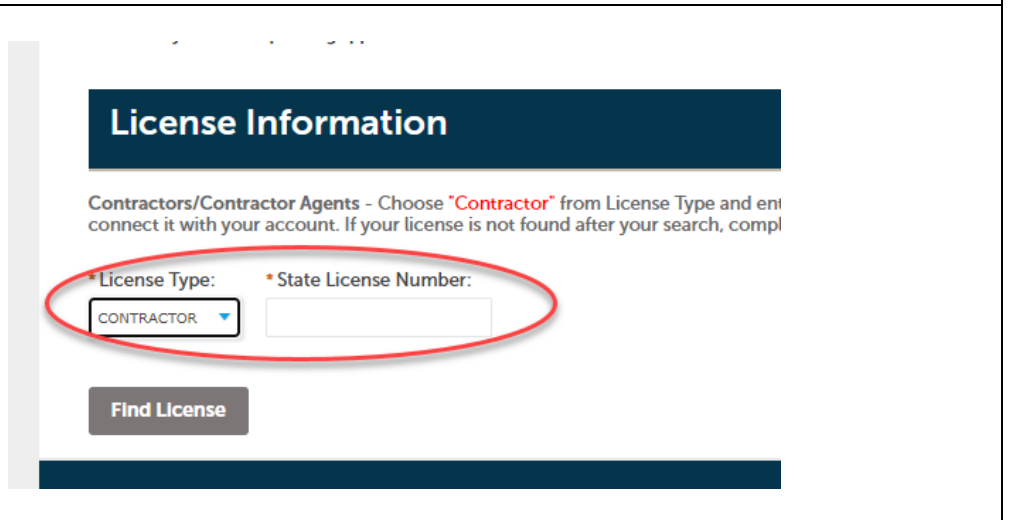
Scroll down the page to the License Information section



Click Add a License to the right of the License Information section



Choose Contractor and enter your CSLB number. click Find License.



If your contractor's license has pre-existing permits with us, your license will be found.
 Click the Connect button. We will get an email to review you and your association to the CSLB license.

License Information

If your license is listed below, click **CONNECT** to add the CSLB license.

If your license is not found, we will need to add your license to our system first before you can connect it with your account. Complete this [request for email](#) after we have verified and approved the license for your account.

Showing 1-1 of 1

Type	License Number	Business Name	License Expiration	Action
CONTRACTOR	8	TEICHERT CONSTRUCTION	Valid	Connect

[Search Again »](#)

Action

[Connect](#)

Click OK

type=CONTRACTOR&licenseID=8&isFromAccountManager=Y

epermits.cccounty.us says

Do you want to associate this license to your account?

[OK](#) [Cancel](#)

Your License status will be Pending until we have reviewed your connection request.

[Add a License](#)

you can apply for a permit. Click here to learn how to link your license: [How to Add CSLB License](#)

Expired Date	Status	Action
04/30/2023	Pending	Actions ▼

Our Review Steps

If you are listed as personnel on the CSLB website

We will approve your license when we receive notification that you've connected your license. You can start applying for permits **after** you have received the email that we have reviewed/approved/connected your license.

If you are not listed as personnel on the CSLB license

Follow these steps to expedite your license review:

1. Send a letter of authorization on the contractor's company letterhead indicating you are authorized to pull

	<p>permits for the company and signed by the company's owner or officer.</p> <p>2. Email the letter of authorization to epermits.register@dcd.cccounty.us</p> <p>Once we have reviewed the letter we will approve and connect the CSLB license to your account. You can start applying for permits after you have received the email that we have reviewed/approved/connected your license.</p>
If your CSLB license is not found	<p>This means we have not issued any permits to the CSLB license yet and the license does not exist in our database. Complete the online request form below to connect your user account to the CSLB license.</p> <p>https://www.cognitoforms.com/ContraCostaCountyDCD/ContraCostaCountyRequestToAddCSLBLicenseToUserAccount</p> <p>You can start applying for permits after you have received the email that we have reviewed/approved/connected your license.</p>
<p>Thank you for using our online services!</p>	