

## Adding and Removing Delegates


Adding a delegate to your permit authorizes someone else to perform the duties and responsibilities you have as the applicant and vies the individual(s) authority to:

- Pay invoices
- Upload new documents
- View all documents uploaded by the Jurisdiction


### Delegates:

- Must be a registered user with a separate account profile on MyBuildingPermit.com.
- 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.

## Managing Delegates:

Delegates
sheri test BISHOP HEATING AND ELECTRIC (425)753-2601 <a href="mailto:sgalloway@bellevuewa.gov">sgalloway@bellevuewa.gov</a>
MnProdTest Contractor Prod User Company (425)246-1594 <a href="mailto:MNair@bellevuewa.gov">MNair@bellevuewa.gov</a>
Delegate01TestEnv Test Environment Delegate01's Test Company 4254333333 <a href="mailto:manju.nair@outlook.com">manju.nair@outlook.com</a>
 <a href="#">Manage Delegate(s)</a>

This is a list of all the delegates who have been added to this specific permit.

-  Click on Manage Delegate(s) to add or remove delegates from the permit.

**Note:** Only the applicant can add or remove delegates from a permit.

Adding a delegate to your application authorizes someone else to perform the duties and responsibilities you have as the applicant and gives the individual(s) authority to:

- Pay invoices
- Upload new documents
- View all documents uploaded by the Jurisdiction

Search:  **B**

Suggested Project Delegates	Current Project Delegates
<b>Darci D</b> (DarciContr) <b>C</b>	<b>sheri test</b> (sheri55) <b>D</b>
The City of Bellevue TEST	BISHOP HEATING AND ELECTRIC
<b>Sheri GallowayTest</b> (sheri42)	<b>MnProdTest Contractor</b>
The City of Bellevue TEST	(MnProdTest Contractor)
<b>Sheri GallowayTest</b>	Prod I
(MnContractor01_new)	Deleg
The City of Bellevue TEST	Envir
<b>Bubba Gump</b> (gqcontractor)	Deleg
The City of Bellevue TEST	
<b>Linh Kang</b> (lkang8611)	
The City of Bellevue TEST	
<b>Missy Marshall May</b>	

**B** On the Delegates page, you can search for a specific username or email of an active, registered MBP user you would like to add. If search is successful, the user will be added to the list of Suggested Project Delegates and can then be added to the Current Project Delegates.

**C** This is a list of registered users who are associated with your company (i.e. as a delegate on another permit, an associated user, etc.). To add a delegate, click on the bold name to highlight, and then click on the ► arrow to move to Current Project Delegates list.

**D** This is the list of current delegates added to permit. To remove a delegate, click on the bold name to highlight, and then click on the ◀ arrow to move to Suggested Project Delegates list.

An email is sent to the delegate to confirm when added or deleted from an application:

**MyBuildingPermit.com**


You have been added as a delegate to this application by Freda Flinstone. As a delegate, you can perform the same actions as the applicant. To view application details log into your account at <https://epermit.mybuildingpermit.com/Login>, go to the **Plan Review Dashboard** and enter the Permit # in the **Quick Search Field**.


eCityGov Alliances, P.O. Box 90012, Bellevue, Washington 98009-9012

**MyBuildingPermit.com**

You have been removed as a delegate to this application by Freda Flinstone.

eCityGov Alliances, P.O. Box 90012, Bellevue, Washington 98009-9012

On the Delegate’s dashboard, applicable applications are designated with an  icon next to the Permit #/App. ID:

Permit#/ App.ID	Jurisdiction	App. Type	Job Address	Project Name	Status
18 130305 BE 	BELLEVUE	Building	1213 145TH PL SE	In Process Test	Screened