

Adding a User to a Permit (for requesting online inspections)

Online the applicant can add access to a contractor selected after filing by:

1. Locating the application by searching for its number or going to their Items, and clicking on the "View" Link under the address number.
2. On the next screen, click on the "Users" Tab.
3. Click on the "Add User" button.
4. Enter the email address of the web user they want to add.
5. Click OK

The screenshot shows the Brentwood Tennessee website interface. At the top, there is a navigation bar with the logo, a search bar, and user information. Below the navigation bar, there is a search results section titled "Results" with "1 item(s) found". A table lists the search results, with the first entry being "205 Franklin Rd Ste 120 - Tenant Finish". The "View" link for this entry is highlighted with a red box.

Type:	Applicant:	Status:	Date Filed:	Closed:
Tenant Finish	Mtlc Incorporated	Permit Finalized	3/2/2020	Yes

The screenshot shows the "Users" tab of the permit details page for "Permit - TP2003-0001". The page displays the permit type, location, description, and creator. Below this information, there is a navigation bar with tabs for "Overview", "Documents", "Messages", "Reviews", "Inspections", and "Users". The "Users" tab is selected and highlighted with a red box. Below the navigation bar, there is a section titled "Users" with a description and an "Add User" button, which is also highlighted with a red box.

Permit - TP2003-0001

Type: Tenant Finish
Location: 205 Franklin Rd Ste 120
Description: HILL CENTER BUILDING D1, SUITE D1-104
Created By: Davenport Group

Overview Documents Messages Reviews Inspections **Users**

Users

Manage user access to this permit. Users with access will be able to view all information and schedule inspections on this permit. Added users will not be able to add or remove other users.

Add User

