

Contractor Registration - Instructions

We are excited to announce that the contractor registration process has been updated and can now be completed entirely online through our Project Portal. This change is designed to streamline the registration experience, reduce paperwork, and provide faster processing times for all applicants.

To ensure a smooth and successful registration, please compile the following items before beginning your online submission:

1. Building Contractors

- a. Contractor Registration Form - Building
- b. Current Business License
- c. Current State Contractor Licenses

2. Land Development and Tree Canopy Contractors

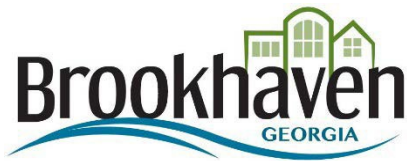
- a. Contractor Registration Form – Land Development and Tree Canopy
- b. Current Business License
- c. Current Certificate of Insurance (COI) showing general liability coverage

3. Specialty Contractor

- a. Contractor Registration Form – Specialty Contractor
- b. Current Business License
- c. Current Certificate of Insurance (COI) showing general liability coverage

For your convenience, here are instructions on how to submit your application online through our Project Portal:

1. Login to the Project Portal: <https://cityworks.brookhavenga.gov/ProjectPortal>
2. Click **Create New Application**
3. Click **New Parent Permit**
4. Click on **Contractor Registrations & Renewals**
5. Enter Company Name under Add Project Name
6. Click **Next**
7. Click the **Add Applicant Information** button or manually enter company contact information
8. Click **Next**
9. Enter Company Details
10. Click **Next**
11. Click **Browse** to upload documents to the system
12. Click **Next**
13. Click **"I agree with the terms and conditions" button**
14. Click **Submit**



Contractor Registration – Specialty Contractor

CONTACT INFORMATION

Business Name			
Point of Contact			
Address		Suite	
City			
State		Zip	
Office Phone		Cell Phone	
Contact Email (Project Portal Login ID)			

BUSINESS LICENSE INFORMATION

Business License Number		Exp.	
Jurisdiction of Issuance			

CERTIFICATE OF INSURANCE

Name of Insured			
General Liability Policy Number		Exp.	
Insurance Underwriter Name			

- Contractors must provide current license information, which will be verified prior to account approval.
- State law requires that building, trade, and land development permits be issued only to contractors holding current required state licenses.
- The contractor to whom the permit is issued is responsible for the project.
- Contractor is responsible for providing updated license information when license is renewed annually.
- Permit and approved drawings are released electronically to the Project Portal Login ID of contractor or Authorized Agent.
- I acknowledge and understand the following regarding **Tree Protection Areas (TPA)**:
Per **Code Section 14-55(g) – Final Landscaping and Stabilization**, the following must be observed:
 - No Disturbance Within TPA**
As outlined in **Section 14-48(c)(11)**, *no grading, land disturbance, soil compaction, or construction activity of any kind* is permitted within the designated Tree Protection Area—**even during the final phase of erosion control removal and site stabilization**.
 - Tree Protection Fencing Must Remain Intact**
The **tree protection fence must stay in place** during final landscaping and stabilization and **may not be removed** until the **City Land Development Inspector has passed the site's final inspection**.
 - Permitted Activities Within the TPA**
The only acceptable activities within the Tree Protection Area are:
 - Control and removal of invasive vegetation;
 - Application of mulch, **not to exceed a depth of four (4) inches**.

The undersigned, being licensed as an individual or qualifying agent, do hereby affirm and swear, under oath, that all information on this form and on accompanying documents are true and correct.

Company Representative Signature

Date

Submit completed form with copies of licenses and COI to the Project Portal for Development Services: <https://cityworks.brookhavenga.gov/ProjectPortal>