

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

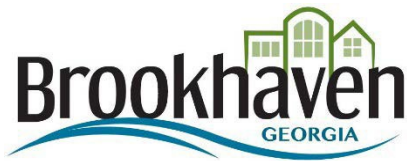
- a. Contractor Registration Form – Land Development and Tree Canopy
- b. Current Business License
- c. Current Certificate of Insurance (COI) showing general liability coverage

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 - Building

CONTACT INFORMATION

Business Name			
Point of Contact			
Address		Suite	
City			
State		Zip	
Office Phone		Cell Phone	
State Licensee's E-mail (Project Portal Login ID)			

BUSINESS LICENSE INFORMATION

Business License Number		Exp.	
Jurisdiction			

STATE LICENSE INFORMATION

Name on State Company/Individual License			
State License Number		Exp.	
Name of Qualifying Agent			
Qualifying Agent License Number		Exp.	
Authorized Permit Agent <i>Brookhaven Authorized Permit Agent Form Required</i>			

- Contractors must provide current license information, which will be verified prior to account approval.
- State law requires that building and trade permits be issued only to contractors holding current required state licenses or to an Authorized Agent.
- 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.
- Permit and approved drawings are released electronically to the Project Portal Login ID of contractor or Authorized Agent.

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.

State Licensee's Signature

Date

SUBSCRIBED AND SWORN BEFORE ME ON THIS THE

_____ DAY OF _____, 20____

NOTARY PUBLIC

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