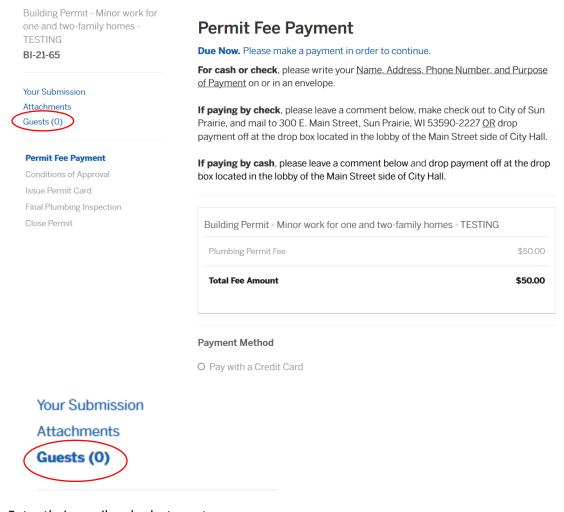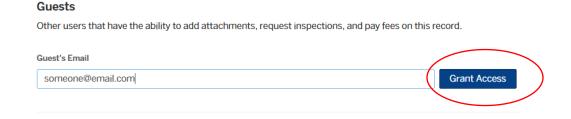# Adding a guest to a permit and revoking access

Adding a guest allows them to have full access to the permit, and receive updates via email. This can be done at any time throughout the process.

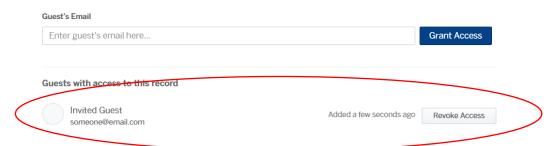Select "guests" on the left side of the screen

Building Permit - Minor work for one and two-family homes - TESTING
BI-21-65

Your Submission
Attachments
Guests (0)

Permit Fee Payment
Conditions of Approval
Issue Permit Card
Final Plumbing Inspection
Close Permit

Permit Fee Payment

Due Now. Please make a payment in order to continue.

For cash or check, please write your <u>Name, Address, Phone Number, and Purpose of Payment</u> on or in an envelope.

If paying by check, please leave a comment below, make check out to City of Sun Prairie, and mail to 300 E. Main Street, Sun Prairie, WI 53590-2227 <u>OR</u> drop payment off at the drop box located in the lobby of the Main Street side of City Hall.

If paying by cash, please leave a comment below and drop payment off at the drop box located in the lobby of the Main Street side of City Hall.

Building Permit - Minor work for one and two-family homes - TESTING	
Plumbing Permit Fee	$50.00
Total Fee Amount	**$50.00**

Payment Method

○ Pay with a Credit Card

Your Submission

Attachments

Guests (0)

Enter their email and select grant access

Guests

Other users that have the ability to add attachments, request inspections, and pay fees on this record.
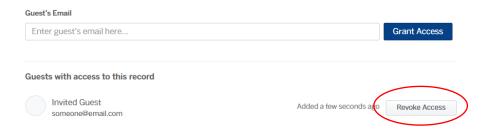
Guest's Email

someone@email.com

Grant Access

They will then show up here

Guests

Other users that have the ability to add attachments, request inspections, and pay fees on this record.

Guest's Email

Enter guest's email here...   **Grant Access**

Guests with access to this record

Invited Guest
someone@email.com   Added a few seconds ago   Revoke Access

If you need to revoke someone's access select revoke access

Guests

Other users that have the ability to add attachments, request inspections, and pay fees on this record.

Guest's Email

Enter guest's email here...   **Grant Access**

Guests with access to this record

Invited Guest
someone@email.com   Added a few seconds ago   Revoke Access

Then select revoke access again

Revoke Access?   ×

Are you sure you want to revoke access for this guest?   pay fees on this record.

                              Cancel   **Revoke Access**

Enter guest's email here...   Grant Access

Guests with access to this record

Invited Guest
someone@email.com   Added a few seconds ago   Revoke Access