



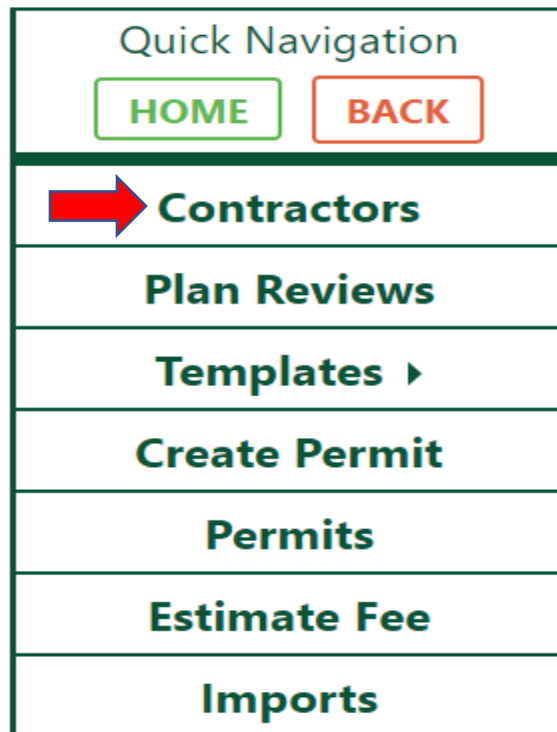
Contractors

Creating a **NEW Contractor** will generate a login and password for the **Account Administrator**.

The Account Administrator will have access to CASCADE. The access will allow the Account Administrator to:

- Apply for a permit online
- Upload documents
- Pay for permits
- Schedule inspections.
- Contractor will receive permit status updates and inspection results by email

To Create a Contractor, click on Contractors on the Quick Navigation bar.



Select the **Type of Contractor** being added:

Contractor Types

[+ Add new contractor type](#) [Clear Filters](#)

Name ↑	
Architects	X Delete
Electrical Contractors	X Delete
General Contractors	X Delete
Mechanical Contractors	X Delete
Plumbing Contractors	X Delete
Roofing Contractors	X Delete
Solar Contractors	X Delete
Structural Engineers	X Delete

« < 1 > » 1 - 8 of 8 items

Search **Contractor Type**

[Search](#) [Clear Search](#)

Click ADD NEW CONTRACTOR

Contractor Type

[Save](#) [Back](#)

Name

General Contractors

Is General Contractor



[Save](#) [Back](#)

Contractors

[Back](#)

[+ Add new contractor](#)

[Clear Filters](#)

Company Name ↑	Phone	Email	State License Number	Publishable State	Archived Date	
PC Contractors	(970) 305-3161	kdoss@procodeinc.net	784512	Published		Archive

1

1 - 1 of 1 items

[Back](#)

General Contractors

Create Contractor

[Save](#) [Back](#)

Company Name

Contractor Type

Phone

Email

Delete

Add

Contact Name

Title

Street Line 1

Street Line 2

City

Country

State

Zip Code

State License Number

Town/Jurisdiction License Number

Town/Jurisdiction License Expiry Date

Documents

[Save](#) [Back](#)

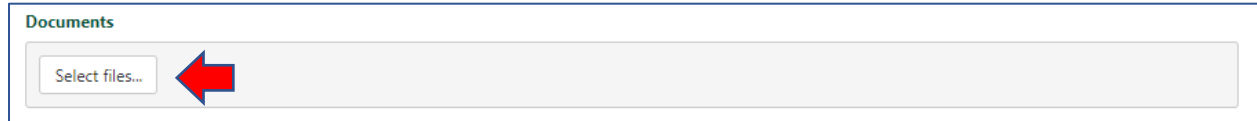
- Complete the **Create Contractor** form.
- Add multiple email contacts.
- Then click the **SAVE** button.

The Create Contractor form in CASCADe can be used to track State and Jurisdiction issued licenses, issuance and expiration dates.

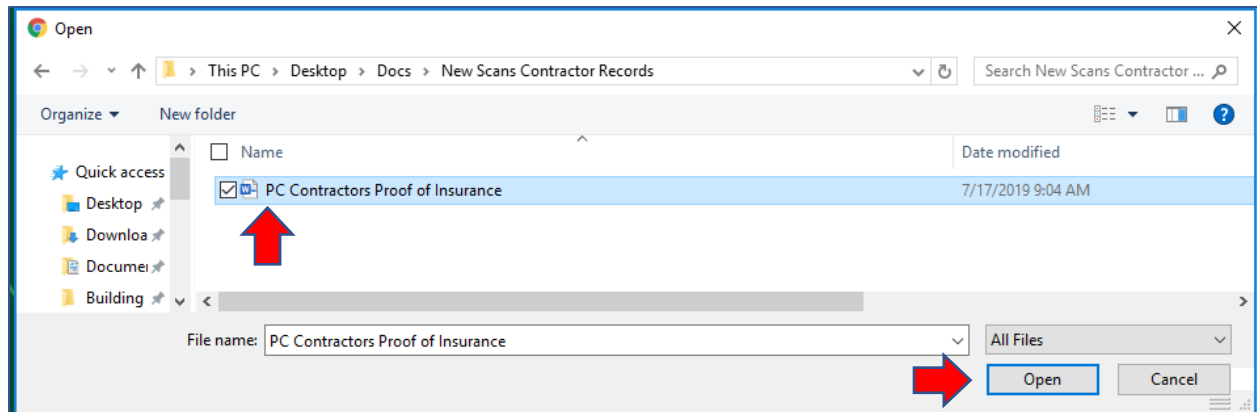
Documents: Any scannable document such as copies of licenses or proof of insurance can be uploaded and attached to the Contractors Cascade

Uploading Documents:

Click on Select Files:



Select the File being uploaded. Then click the Open button:

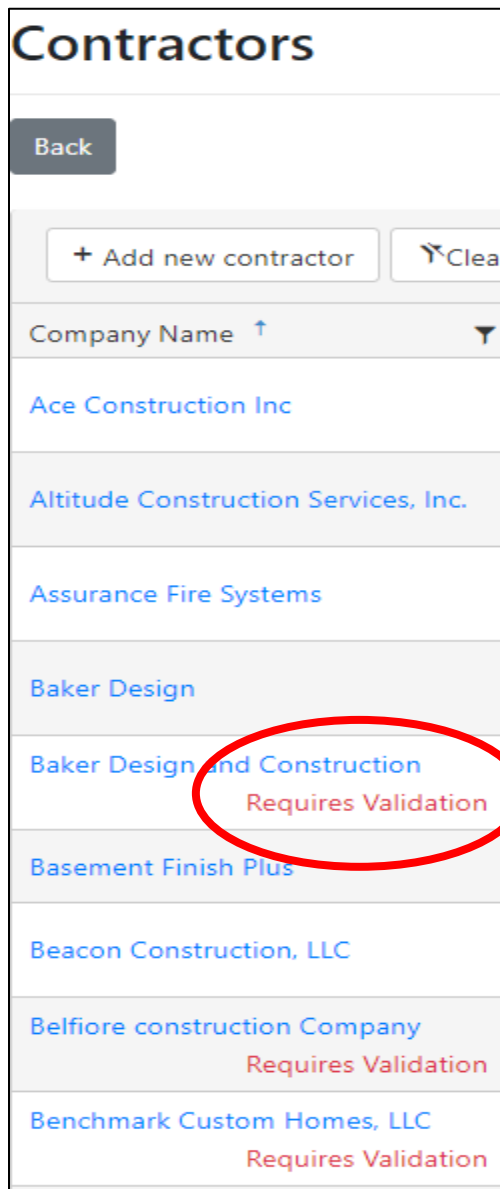


Click the **SAVE** button:



Validating a Contractor

Contractor accounts will need to be **Validated** by the jurisdiction in order to activate their account. The CASCADE user will receive an email notification when a Contractor has initiated an account. In CASCADE an indicator will appear at the bottom-right hand corner of the Contractor's **Company Name**. See the example below.

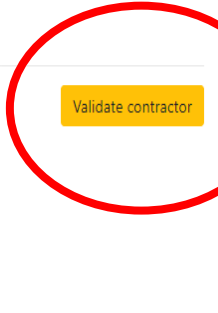
A screenshot of a web application interface titled "Contractors". It features a "Back" button, a search bar with a "+ Add new contractor" button and a "Clear" button, and a list of contractor names. The list includes "Ace Construction Inc", "Altitude Construction Services, Inc.", "Assurance Fire Systems", "Baker Design", "Baker Design and Construction", "Basement Finish Plus", "Beacon Construction, LLC", "Belfiore construction Company", and "Benchmark Custom Homes, LLC". The text "Requires Validation" is displayed in red at the bottom right of the entries for "Baker Design and Construction", "Belfiore construction Company", and "Benchmark Custom Homes, LLC". A red circle highlights the "Requires Validation" text for "Baker Design and Construction".

Company Name
Ace Construction Inc
Altitude Construction Services, Inc.
Assurance Fire Systems
Baker Design
Baker Design and Construction Requires Validation
Basement Finish Plus
Beacon Construction, LLC
Belfiore construction Company Requires Validation
Benchmark Custom Homes, LLC Requires Validation

General Contractors
Edit Contractor

Company Name

Contractor Type
General Contractors

A red circle highlights the yellow "Validate contractor" button. A red arrow points from the right side of the circle down and then left towards the text below.

Validation may require specific jurisdictional requirements such as verifying insurance, state and business licenses, and application fees. When all requirements are verified click on the **Validate Contractor** button to activate the contractor's access to CASCADÉ.

The Indicator and the Validate Contractor button will disappear when the contractor's CASCADÉ account is successfully validated.