



CONTACTS

Applicant
Amber Jannausch (You)
223 E 4th, Port Angeles, WA, 98362

Owner
Add Contact
+
REQUIRED

Contractor OR **Owner/Builder**
Add Contact
+
REQUIRED

Select Type

Add Contact
+

Select Type

- Agent
- Applicant
- Architect
- Contractor
- Developer
- Engineer
- Owner
- Owner/Builder

Applying for a Permit / Plan

Contacts

- ▶ Depending on the permit / plan type being applied for, different contacts will be required
- ▶ All contacts should be added to a project, even if they are not listed as required
 - ▶ Examples: Architect, drafter, engineer, agent

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Add Contact

Add Contact As : Owner

Search

Sort

Favorite	First Name	Last Name	Address	Company	Email	Action
<input type="checkbox"/>				CLALLAM COUNTY PUBLIC WORKS		<input type="button" value="Add"/>
<input type="checkbox"/>				CLALLAM COUNTY PUD		<input type="button" value="Add"/>
<input type="checkbox"/>				CLALLAM COUNTY FIRE DIST 3		<input type="button" value="Add"/>
<input type="checkbox"/>				CHURCH OF CHRIST CLALLAM BAY		<input type="button" value="Add"/>
<input checked="" type="checkbox"/>				CLALLAM COUNTY		<input type="button" value="Add"/>

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Add Contact

Add Contact As : Owner

My Favorites

First Name	Last Name	Address	Company	Email	Action
			CLALLAM COUNTY		<input type="button" value="Add"/>

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Applying for a Permit / Plan

Contacts

- ▶ Best practice is to **ALWAYS** search for a contact first (or use a favorite) and only enter in a contact manually if they are not already loaded.
 - ▶ Why? Because this allows a contact to be linked to all their projects and have them show up on their dashboard
 - ▶ Don't forget to check for other spellings of names
- ▶ If the contact exists, click the "Add" button.
- ▶ You can also mark a contact as a "Favorite" by clicking the star button. They will then show up in your "My Favorites" contact list
- ▶ If a contact is already saved as a favorite, click "My Favorites" and then "Add" for the contact