



PERMIT RUNNER REGISTRATION

Do NOT register for a client using your company email.

Do register for a GlendalePermits portal account using your company's information. Once your company has a GlendalePermits account you can use it across all your clients. See application process below.

Do apply on behalf of your client using GlendalePermits portal.



Your client(s) must have a GlendalePermits account, to be added to the permit/license as the true applicant during the application submittal process.

PERMIT RUNNER'S APPLICATION PROCESS

- ✓ Ensure your client has a GlendalePermits account
- ✓ Login using your company's GlendalePermits account
- ✓ Add your client as an Owner or a Contractor during 'Add Contact' step by using the + sign and searching for your client's account
- ✓ Continue with the application steps and submit

Once submitted, by default, your general company account will be listed as the applicant, the contact who handles the permit application process. The 'Owner' or the 'Contractor' will be linked to the record as the true applicant/owner for the permit or a license.