



## LGDPC Permits Entering a Contractor

From the LGDPC Permits main menu, select

- Contractor Information
- Add New Contractor

The screenshot shows the 'New - Contractor' form in the DQC Permits application. The form is titled 'New - Contractor' and has a menu bar with 'File', 'Edit', 'View', 'Insert', 'Format', 'Records', 'Tools', 'Window', and 'Help'. The main form area is divided into several sections. The 'General' section includes fields for Contractor ID (2), Business Name (SMITH CONTRACTORS, INC), Individual Name (JOE SMITH), Status (Active), and Date Added (04/21/2005). The 'Mailing Address' section includes fields for Attention, Address 1 (123 ANYWHERE STREET), Address 2, City (ANY CITY), State/Province (AL), Zip/Postal Code (55555-5555), County (ANY COUNTY), Country (United States of America), BusinessType (CONTRACTOR), and OrganizationType (PROPRIETORSHIP). The 'Phone' section includes fields for Phone ((222) 222-2222), Ext (123), Dial, Fax ((333) 333-3333), and Mobile ((123) 456-7890). The 'Email Address' section includes a field for Email. The 'Classification' section includes fields for Classification (BUILDER CLASSIFICATION) and Limit (BOND LIMIT). The 'Local Reference' section includes fields for Local Reference (LOCAL LICENSE NUMBER) and Expiration Date (01/01/2010). The 'State Reference' section includes fields for State Reference (STATE LICENSE NUMBER) and Expiration Date (01/01/2010). The 'Bond Reference' section includes fields for Bond Reference (BOND REFERENCE) and Expiration Date (01/01/2010). The form also includes a 'Print Letter' button and an 'OK' button at the bottom right.

- Enter the Contractor Name, DBA, Address, and Phone Number information on the General Tab of the taxpayer account.
- When you have finished with the General tab, you should go to the top of the form and click the Location tab to enter the taxpayer Physical and Mailing Addresses along with the License Codes. (NOTE: always work across the top of the form)
- If you click **OK** at the bottom right of the General tab, you will be taken to the previous screen. To go back to finish the setup, click Update Contractor and enter the Taxpayer ID number.



## Location Tab

Contractor ID: 2 Messages:

Business Name: SMITH CONTRACTORS, INC

Individual Name: JOE SMITH

Delinquencies Officers Locations Notes Actions Categories User Defined Fields Attachments Change Log Invoices & Credits

Double Click the Location you would like to see more Information

| Location Number | Doing Business As | Status |
|-----------------|-------------------|--------|
|-----------------|-------------------|--------|

0 item(s)

Create New Location New Location Open Location

Print Letter New OK

Creates a New Location using the current Contractor Information. NUM

- Once you click the Location tab, you can enter the location information for this taxpayer by clicking the **Create New Location** button at the bottom of the form. LGDPC Permits will ask if you are sure you want to create a location based on the Name and Address information you entered on the General tab, if you click YES, LGDPC Permits will setup the Location using this information. You will also be asked what location number you want to assign; this should always be 1.
- Once the Location is setup, go to **Open Location** and assign the license code for this contractor by clicking the License tab at the top of the form.



## License Tab Location

The screenshot shows the 'DQC Permits' application window. Inside, the 'Taxpayer Location' form is open. The 'Licenses' tab is selected, showing a table with the following columns: License Code, Description, Date Added, Start Date, Stop Date, Renew, and Insured Until Date. A dropdown menu is open over the 'Description' column, listing the following options: CONTRACTOR, CONTRACTOR, ELECTRICAL CONTRACTOR, HVAC HEATING & AIR CONTRACTOR, PLUMBING PLUMBING CONTRACTOR, and SUB-CONTRACTOR SUB-CONTRACTOR. The form also includes fields for Taxpayer ID (2) and Business Name (SMITH CONTRACTORS, INC). The record number is 1 of 1.

- After assigning the License code, LGDPC Permits will default the Date Added and the Start Date to the current date.
- After completing this information, you can click OK on the current form at the right, then click OK again to go back to the main menu.
- The contractor account is now ready to be used on a permit.