

Not Populating Contractor information on Building Permit Card

- Select the Record
- Under Summary Menu Select “Professionals”
- Click on License # (Blue #)

BR-WNDR-25-0002 REPLACEMENT OF DOOR IN 10 OPENINGS SIZE ... STATUS > Permit Issued 05/12/2025 by Marie Cordasco LOCATION > 572 CUTTER Ln Longboat Key, FL 34228 CONTACT > PAULA A Thompson WORKFLOW > 19 total Task 11 completed 1 active

Menu New Look Up Delete Help

Summary

Record

Status

Activities (0)

Workflow

Inspections (2)

Fee (3)

Payment

Contacts (1)

Professionals (1)

| License # | License Type | License Issue Date | Business Name | Business License # | First Name | Last Name | Address Line 1 | City | Phone 1 | Primary |
|------------|--------------------|--------------------|---------------|--------------------|------------|-----------|----------------|----------|---------|---------|
| COC1507267 | Certified Gener... | | MULLETS A... | | Travis | Mullet | 6345 McIn... | Sarasota | | Yes |

- If marked “No” and this is the primary contactor - under Primary select “Yes” from the dropdown
- Select Submit

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Contacts (1)

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License Type * License # * Primary

Business Name

First Name Middle Name Last Name

Address Line 1 City State ZIP Code

Mobile Phone Business Phone E-mail

Form Name: Professional New

Note: You can regenerate the Permit Card under Summary>Report and email it under “Communication” or contact the contractor and let them know they can reprint the permit card from ACA – My records>select record> and on top under reports> Select Permit Card to print.