

## ePermit—CONTRACTOR ACCOUNT ACTIVATION TIPS:

- 1) You must have a valid [Business License](#) with the City of Lathrop to create a contractor account. If you do not, please initiate one.
- 2) Whether you have an account or do not, your business name will auto-populate when typed into Business Name field. This is not an indication that you have an active account.
- 3) If you are unsure if you have an account, please choose **Forgot my Username.**
  - ⇒ If you have an account, you will receive an email with your username.
  - ⇒ If you don't receive the email, please proceed with setting up a new account.
- 4) **Contractor License Type** should be Contractor. Enter your CA State License Number, not your City of Lathrop Business License.
- 5) Click the checkbox, to confirm you are an authorized agent.

I hereby assert that I am an authorized agent of the business described above.

6) When creating your

Username, we recommend the first name of your business and the your first name. Ex: CiLathJohn

- 7) Only (1) email associated with your account will receive notifications. This email is typically the person who initiated the business license. If you want us to update this email to an alias or someone else in the organization, please email [buildingpermits@ci.lathrop.ca.us](mailto:buildingpermits@ci.lathrop.ca.us).
- 8) If you are having an error, it will appear in the upper left corner, see yellow highlights.

**Please call the Building Division if you are having problems: (209) 941-7270.**

City of Lathrop Permits  
Powered by Tyler Technologies

Welcome Page

### Contractor Account Activation

CONTRACTOR ACCOUNT ACTIVATION TIPS  
The information was not saved. Please correct the following information:

- Contractor License number
- Username
- Password
- Password confirmation
- Valid email address

#### Company Identity Verification

Please answer the following questions to help us verify you are an authorized agent.

\* Business Name

\* Contractor License Type  Contractor License Number

I hereby assert that I am an authorized agent of the business described above.

#### Contractor Account Profile

Please fill in the following information to create your account.

\* Desired Username  7-100 letters and numbers only

\* Desired Password  8 - 25 characters (must contain: number, symbol, uppercase)

\* Confirm Password

\* Email Address  Required field used for username recovery.