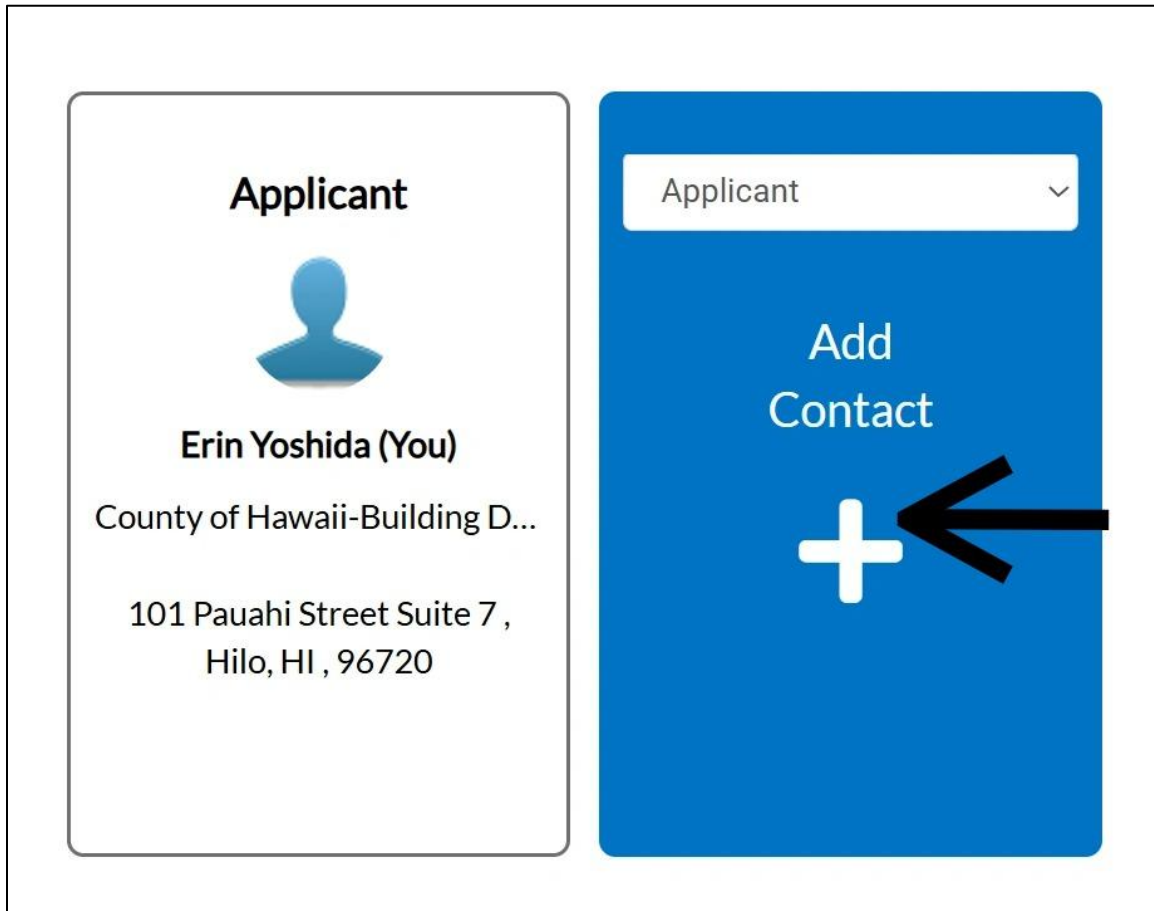


## How to add a Contact to your Application

The third step in the application process is to identify the application contacts. This guide will walk you through this step.

### The Add Contact Card

1. To add a contact to the permit application, click the **Add Contact** card.



2. Specify the Contact Type (Property Owner, Builder, Architect, etc...)

**Add Contact**

Add Contact As 

Property Owner ▾

Agent

Applicant

Architect

Builder

Draftsperson

Electrician

Engineer

Other

Owner/Builder

Plumber

Property Owner

Tenant/Lessee

3. Search for the person by entering their name in the search field.  
Click the **magnifying glass**.

**Add Contact**

Add Contact As 

Property Owner ▾

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Search

My Favorites

Search 

Erin Yoshida

🔍

4. Select the correct person from the search results.  
Click the **Add** button to add the selected person to the application.

The screenshot shows the 'Add Contact' interface. At the top, there is a dropdown menu labeled 'Add Contact As' with 'Property Owner' selected. Below this is a search bar with 'Erin Yoshida' entered and a search icon. To the right of the search bar is a 'Sort' dropdown menu set to 'Relevance'. Below the search bar is a table with the following columns: Favorite, First Name, Last Name, Company, and Action. The table contains one row for 'Erin Yoshida' from the 'County of Hawaii-Building Division'. The 'Action' column for this row has a blue 'Add' button, which is highlighted by a large black arrow. At the bottom of the table, there is a pagination bar showing 'Results per page: 10', '1 - 1 of 1', and navigation arrows.

### If the Contact Is Not Found

If the person you would like to add does not appear in the search results, complete either the [Property Owner Declaration Form](#) or the [Project Declaration Form](#) and upload the completed form to the **Attachments** section of the application. Staff will add the contact to your case.

### Property Owner Verification

For contacts identified as Property Owners, verify ownership using the [Real Property Tax \(RPT\) website](#). If the ownership listed on the RPT site is different, upload proof of ownership in the **Attachment Step** of the application process. The document must be complete, fully executed, and include the TMK and the names of both the previous and current owner.

### Important Notice

1. Any contact added who is a registered user of this system will be considered a co-owner of the application. Co-owners can view, edit, and take any action on the application, just like the person who created it.
2. Once the application is submitted, contacts are locked in. To make any contact changes after submission, you must notify the Building Division staff.