



Apply on Behalf of

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Overview

At [SJPermits.org](https://sjpermits.org) applicants will have the ability to “Apply on Behalf of” a person or organization. This is advantageous when the user filing the online application does not wish to be the designated “Applicant” of the application. To apply on behalf of a person or organization, your online account must first be linked to another record in our system as a “Member.” The different membership types are:

- Business Owner
- Property Owner
- Partner
- Employee
- Contract Employee
- Authorized Applicant

There are no limits to number of organizations a user can be a member of, and the user may have different membership types in each. However, a user can only be listed with one membership type per organization.

Applying for Permit

If you try to apply for a permit and you do not see the “Apply on Behalf of” drop down menu item, as illustrated below, this means your account is not associated as a member of any person or organization. To be associated with a person or organization, as a member, the user or organization must provide relevant backup documentation to City staff. With the information City staff will add the relevant membership type to the user.

The screenshot shows a web form titled "ADD NEW APPLICATION". A dropdown menu labeled "Apply on behalf of" is highlighted with a red rectangular box. Below this is a section titled "DETAILED INFORMATION OF NEW APPLICATION" containing a dropdown menu labeled "Select an Application Group *". At the bottom left is a button labeled "Return to My Services" with a circular arrow icon, and at the bottom right is a button labeled "Next >".

Apply on Behalf of Collaboration Role

When a user utilizes the “Apply on Behalf of” feature, the standard functionality of default collaborators will differ from a normal application. Depending on the user’s membership type the default application collaborators that will be present on the “Project Collaborators” screen will differ. Below is a table that will list what default collaborators will be inserted depending on the membership role of the user applying for the permit:

	Application Collaborator Roles			
Membership Role	Applicant	Contact	Organization	Owner
Business Owner	User Applying for Permit	N/A	Organization being Applied on behalf of	Owner of Primary Property (if applicable)
Property Owner				
Partner				
Employee				
Contract Employee				
Authorized Applicant	Organization being Applied on behalf of	User Applying for Permit	N/A	

Contacting Staff to Use Apply on Behalf of Feature

To get an account associated with an organization or person, you should contact the applicable staff for the permit you are applying for.

For Public Works, if your project went through an entitlement process, you should already have the names of the Public Works staff assigned to your project. If you are unaware of who your contact is, depending on your permit application, send your request to the following email:

- Public Works Development Services: pwgeneralinfo@sanjoseca.gov
- Public Works Inter-Agency: pwinteragency@sanjoseca.gov
- Public Utilities: pwutilitypermits@sanjoseca.gov

For applications for other divisions the email contacts are as follows:

- Building Division: BuildingPermits@sanjoseca.gov
- Fire Department: SJFDPermitSpecialist@sanjoseca.gov
- Planning Division: ZoningQuestions@sanjoseca.gov