



CONTACT INFORMATION FORM

Version 2023-1-18

Each contact requires a separate form. Contacts with existing ePortal accounts can be added to case via the ePortal. Staff cannot set up ePortal accounts.

- Add New Contact to case
- Update Existing Contact on case
- Remove Contact from case

Contact Information

First Name (Required):	Last Name (Required):
Street Address: (Required)	
City/State/Zip:	
Primary Phone (Required):	Business Phone: (Required):
Email Address (Required):	
Company Name:	
Designate as payment contact: <input type="checkbox"/> Yes <input type="checkbox"/> No	
Contact Preference: (Required): <input type="checkbox"/> Mail <input type="checkbox"/> Business Phone <input type="checkbox"/> Email	
State Contractor License – ATTACH WITH CONTACT INFORMATION FORM	
PWC Business License – ATTACH WITH CONTACT INFORMATION FORM	

Permit/Plan Activity (Required)

Please list all permit or plan numbers you would like to be linked to (example: BLD2023-00023 or ZNA2023-00036)

1.	2.	3.	4.
5.	6.	7.	8.
9.	10.	11.	12.
13.	14.	15.	16.

If more space is needed, please complete an additional Contact Information Form.

ePortal Account

An online [ePortal](#) account will give you 24/7 access to all your projects, permits, inspections, and plans.

I already have an ePortal account

***If you DO NOT have an ePortal account follow the [How to guide](#) to create an account. While the ePortal account must be set up by customer online, any questions can be directed to an administrative team member at 703-792-6930.*

Authorized Agent

Name of Person submitting this form:	
Title or Relationship to project (Required):	
Signature:	Date:
<input type="checkbox"/> <i>By checking this box, I agree to electronically signing this form.</i>	

To add contacts to your case(s) please link the contact through your [ePortal](#) account. Contacts must have an active ePortal account. You may also submit the completed form via email to: DMS@pwcgov.org.