

# How to Add an Additional Contact for Requesting an Inspection

1. Reach out to a member of Stonecrest and let them know you need to add an additional contact to your permit so they can request inspections on your permit. They will need to change the status of your permit to "add contact" so you can "edit your permit".
2. Log into your Citizenserve account that you used to apply for your permit
3. Click "my account" in the top-left
4. Click "view my requests" on the left-hand side
5. Choose your permit # you need to add the contact to
6. Add your contact in the "contact to request inspection" field by clicking the drop down, and selecting "add contact". You can search for your contact to see if they have an account, and then you can select that account, and save the application. After you do that, the contact you add will be able to request an inspection.