



eTRAC Online Account Authorization Form

To better share permitting and plan review information across the company, the City of Savannah is offering to link log-in requests for employees of a licensed contractor, architectural firm, engineering firm or other business to the business' "company" account. This gives all staff at a firm access to all permits and plan reviews the business is involved in. To protect the City and each Contractor and firm, we are requiring all applicants to get this form signed and submit the signed form to Development Services before we can approve their on-line registration.

Licensed Contractors:

This form must be signed by the license holder. **License # must be provided below along with 1) copy of the most recent valid contractor's license and 2) local business tax certificate from any municipality in the State of GA.**

Architecture/Engineering Firms & Other Businesses:

This form must be signed by someone with sufficient authority to sign for the company. **Please provide a copy of the company's business tax certificate from any municipality in the State of GA.**

By signing below, I, _____ (signer's name), authorize the City of Savannah to **link** the eTRAC registration of the individuals named below and their e-mail addresses to the company's account as a contact for _____ (company name) within the city's online permitting software.

NOTE: The submission of this form does not register the below staff for eTRAC. Everyone listed must first register to access the company's account.

First Name	Last Name	E-mail Address
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

It is also my responsibility to notify the City immediately (by fax to 912-525-1784 or in person at the office) after an authorized individual leaves the company so their access to company records can be terminated. I understand that until their rights are terminated, the employee will continue to have the ability through eTRAC to access detailed information, apply for permits, and request inspections under the company name and that I will bear full responsibility for their actions to include paying for any penalties or fines they may incur.

Phone Number _____ License # (Contractor's Only): _____

Print Name Signature Date