



DEVELOPMENT SERVICES DEPARTMENT

Building Safety Division

REQUEST TO ADD A CSLB LICENSE TO A USER ACCOUNT

Link a Citizen Access User Account to a CSLB License

Instructions:

- Complete this form to add a valid/active CSLB license to your pre-existing Citizen Portal user account.
 - Download the form, complete it, including the signature
 - Attach a Letter of Authorization on Company Letterhead
 - Email the form and Letter of Authorization to MantecaPermits@manteca.gov.
- You will be notified by email after your request is verified and CSLB - Account link is enabled by staff. You can then apply for permits on the [Citizen Portal Website](#).
- If you do not have an account yet, click [here](#) to register and create a new user account.

You cannot successfully apply for online permits without first having an approved license connected to your account.

Your Name	Your Citizen Portal Account Email
Your Phone Number	CSLB Contractor License to Add

Certification

I certify under penalty of perjury that I am currently listed on the Contractor's Personnel list on the CSLB website.

Yes No (see "Letter of Authorization" below)

Letter of Authorization

If you are not listed on the Contractor's Personnel list on the CSLB website you will need to submit a Letter of Authorization on the contractor license business letterhead stating that you are authorized to apply for permits with the requested license and signed by a person listed on the CSLB website.

Authorized Signature

Print Name

Date