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MAYOR



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DEPARTMENT OF PERMITS, LICENSES & INSPECTIONS
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PLI Guide to OneStopPGH Contractor and Trade License Account Permit Permissions

There are two types of accounts associated with contractors: a primary account and a manager account. The primary acts as the overseer of all permits associated with the contractor. The manager acts as someone that has read only permissions on the permit except that they can upload close out documents. Both the manager and primary can update contractor information and upload insurance documents that are found on the contractor object. The manager can also toggle back and forth as the primary to request inspections or perform other functions.

A trade license holder can perform the same duties as the primary on a contractor. Trade license holders are electrical, mechanical, and fire suppression license holders. See below for a complete breakdown of permissions:

Primary:

Functionality within the permit job:

- Complete the Confirm Contractor and pay remaining fees
- Request Inspections
- Start the amendment process
- Pay other outstanding fees (overtime inspections)

Manager and Primary:

Functionality within the permit job

- Download the permit
- Download approved/stamped drawings
- View inspection outcomes and reports
- View when inspections have been requested and if the PLI Inspector has confirmed the inspection request
- View reports of the reviews that already happened on the permit
- Monitor workflow of all associated permits
- Upload Close Out Documents

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Functionality outside the permit

- Change contractor information
- Update contractor insurance information

Trade License Holder

- Complete the Confirm Contractor and pay remaining fees
- Request Inspections
- Start the amendment process
- Pay other outstanding fees (overtime inspections)

Trade License Holder, Manager, and Primary:

Functionality within the permit job

- Download the permit
- Download approved/stamped drawings
- View inspections outcomes and reports
- View when inspections have been requested and if the PLI Inspector has confirmed the inspection request
- View review reports
- Monitor workflow of all associated permits
- Upload Close Out Documents

How to Temporarily Modify the Primary

The manager on a contractor object can make themselves the primary. This is most beneficial when someone who is not usually the primary needs to request inspections.

Step 1: On the home page of OneStopPGH, travel to the My Contractor tab and select the contractor that you would like to become the primary on

Home

Welcome to OneStopPGH! Select from the Licenses, Permits or Planning Applications buttons below to start Inspections, My Projects, My Businesses, and My Contractors tabs to see more information on existing appl.

In accordance with the directives of the City of Pittsburgh State of Emergency announcement on March 13, Control (CDC), the OneStopPGH customer counter will be closed to the public until further notice to help less:
-Customers can still apply for permit, license, and planning applications online through the OneStopPGH cu-Applications will not be taken at the OneStopPGH counter until further notice.
-Customers can still request inspections through the OneStopPGH portal
-All overtime inspection requests are suspended and will not be performed until further notice.
-PLI cannot change the license expiration dates of licenses, but any accrued late fees will be forgiven until A
-All PLI service level agreements (SLAs) are suspended to accommodate changes in staffing until further not to be processed, and plans to be reviewed.

For more information regarding the Department of Permits, Licenses, and Inspections (PLI), please visit PLI's For more information regarding City Planning's Zoning and Development Review Division, please visit Zonin

Appeals	Licenses	Permits	Planning Applications
My Activities	My Inspections	My Businesses	My Contractors

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Step 2: Click on the tab called Associated Accounts. Deselect the current primary and mark yourself as the primary

Neil's Hammer Company
Phone: (412) 111-1111, License(s): GC-2020-001586

		Manager	Primary	
	Neil Gaither (412) 411-1114 - 200 Ross St. Pittsburgh, PA 15111 USA neilgrbach@gmail.com	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	greg martin (801) 814-6881 - 1478 west 700 south syracuse, UT 84075 USA greg.martin@suntuity.com	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Save

Step 3: request an inspection as normal. See this [link](#) and Video 5: How to Request and Review Inspections for more information.

Step 4: Return to the contractor and deselect yourself as primary while selecting the appropriate user as the primary