

# **Builders How-to Guide**

## **Managing Project Contacts & Subdivision Projects in APLI**



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### **Getting started:**

#### **→ Create a shared corporate APLI account \***

- Create a universal APLI account for the company (builder/developer) using a generic email address. For example:
  - Username: Buildername
  - Email: info@builder.ca
- Create a shared password.
- If an employee leaves the company, change the shared password to restrict access to the APLI portal.

\* **Note:** If you already have an APLI account, please [contact us](#) ([servicebarrie@barrie.ca](mailto:servicebarrie@barrie.ca) or 705-726-4242 Monday to Friday, excluding holidays, 8am to 5pm) and we will be happy to assist with amending your existing profile.

#### **→ Add the applicant to the corporate APLI account**

- Add the permit applicant and use the generic email address.
- The applicant should be a principal of the company and/or have signing authority (i.e., CEO, owner, etc.).
  - For example:
    - Applicant name: Jamie Smith (CEO)
    - Applicant email: info@builder.ca
  - We recommend a generic email address so that the permit administrator can receive, monitor, and distribute system communications easily on behalf of the applicant.

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### **Managing permits and inspections:**

#### **→ Applying for permits and managing applications**

- Employees (i.e., the applicant or permit administrator) can use the shared corporate APLI account as follows:
  - Sign into APLI using the corporate account and shared password.
  - Apply for a permit and add the applicant as a project contact.
  - Manage the permit application using the shared corporate login and generic email address.

#### **→ Requesting and managing inspections**

- Employees (i.e., permit administrator or site superintendent) can use the shared corporate APLI account to:
  - Request building inspections
  - View the history of inspections on a permit

### **Benefits:**

- Time savings (eliminates wait times for change request processing).
- Cleaner permit records (contacts on the record are clear).
- Employees (i.e., permit administrators and site superintendents) can use the shared corporate APLI account to apply for permits, track the status of applications, request inspections, pay fees, and upload and download documents.
- Improved project communication and project management (everything you need is on the APLI portal).