

# GreenLight Permit Application

This guide will guide you through the steps to request a permit and how to manage the permit, assets, and reschedules.

If you have any questions, please reach out to  
[esantia2@valleyhealth.com](mailto:esantia2@valleyhealth.com)



# KINEMICS

AUTOMATING YOUR IDEAS

Version 4.45.725

Welcome, back!

## Log in

Login to manage your permits and contractors.

Email

Password

☐ Remember me?



Success!



User Log in

Request a Permit

For approved contractors or employees.

Permit Request Here!

# Login Page

Click on Permit Request Here!

## Approved Vendor Login

Please login with your site code. If you don't have a site code, please reach out to your facilities contact.

### Enter your Vendor Specific Site Code

Enter your site code

□  
**Hello there!** As an approved vendor, you and your employees should have the site code to request a permit after all training has been completed. If you don't have the site code, please reach out to your facility's contact.



Verifying...



Login with your application site code.

## Login

- Enter your password given to you by the organization.
- Click login

# Select Project These are your registered projects

## Projects under **LF Driscoll**

Select from your project list below. If you don't see any projects, then continue to

Name

 No projects to select from. [Request Permit](#)



**Hello there!** If this permit request is not related to a project, please c

# You're Logged In

- Click request permit

## Request Permit

To download a copy of your permit or make changes to the schedule, click Manage My Approved Permits

Welcome, Paul Marks from LF Driscoll! Please select from the available permits below. Also note that this session will timeout soon, so please create your permits.

Manage My Approved Permits

If your request requires a permit to be submitted to DCA before issuing this permit, please visit the [DCA Website](#)

Select permit type from the options below

 Above Ceiling

 Med Gas

 Staging

 Elevator Work

 Construction/Reno.

 Mechanical

 Corridor/Doors

 Parking Permit

 Fire Alarm Work

 Electrical

 Hotwork

 Lift or Crane

 [TEST PERMIT]

[Request New](#)

| ID     | Title                                                 | Location                       | Actions   Reschedule                                                                                                                                                |  |  |  |  |  |  |
|--------|-------------------------------------------------------|--------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|--|--|--|--|--|
| 100215 | Electrical Substation Replacement                     | Bergen Building in Lower Level | <div><div>Download Permit</div><div>Upload Documents</div><div>Add Removed Assets</div><div>1 Week</div><div>2 Weeks</div><div>1 Month</div><div>Longer</div></div> |  |  |  |  |  |  |
|        | From 10/20/2025 12:00:00 AM to 11/17/2026 12:00:00 AM |                                | Documents: 1, Assets: 0, Reschedules: 0                                                                                                                             |  |  |  |  |  |  |

# Approved Permits

- Above are the approved permits. Here you can extend the schedule by 1,2 weeks or 1 month or longer.
- For asset being removed, you can add them here.
- You can also upload documents and pictures.

NOTE: Red fields are required fields.

#### Location Details

Provide a location detail i.e. near...

#### Inspection Type

Construction/Reno.

#### AffectedAreas

What's being affected

#### Company

LF Driscoll

#### Who's working?

Who will be working or at the site?

#### Project Number

Any project or request reference number?

#### Date Scheduled

mm/dd/yyyy



#### End Date

mm/dd/yyyy



#### Upload your sketch/drawing/documentation

Acceptable File Format: .pdf; .png; .jpeg. You will not be able to request a permit if you don't upload a file with this extension.

Choose File

No file chosen

# Request a Permit

- Complete all the requested fields. Red implies required.

### Date Scheduled



### End Date



### Upload your sketch/drawing/documentation

Acceptable File Format: .pdf;.png;.jpeg. You will not be able to request a permit if you don't upload a file with this extension.

### Shutdown Required?

### Shutdown Type?

All shutdowns required lockout/tagout (LOTO), please follow your company policy.

Please make sure the information entered above is correct and accurate.

# Request a Permit

- Only pdf documents are accepted.
- Once completed, you can click I agree, Request my Permit.
- When the permit is approved, only then it will show on the list presented on slide 5.