# 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 <u>esantia2@valleyhealth.com</u>



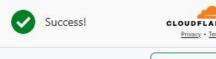
Welcome, back!

### Log in

Login to manage your permits and contractors.

Password

Remember me?



User Log in

Request a Permit

 $For \ approved \ contractors \ or \ employees.$ 

Permit Request Here!



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.





Login with your application site code.

# Login

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



# Projects under LF Driscoll

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

# Name

No projects to select from. Request Permit

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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









↑ Elevator Work



**⇔** Mechanical

↑ Corridor/Doors

Parking Permit

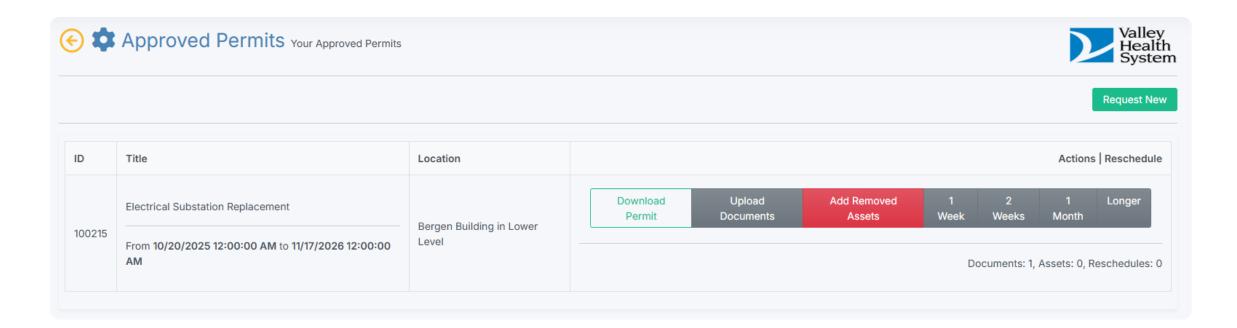
Fire Alarm Work

**U** Electrical

**O** Hotwork

‡ Lift or Crane

**♥** [TEST PERMIT]



# 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.

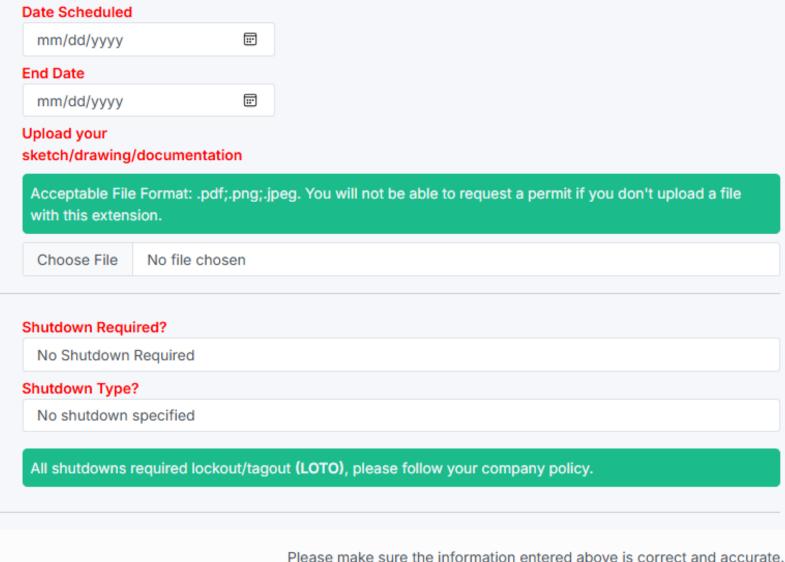
roject or scheduled job.



		NOTE: Red fields are required field
	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 p with this extension.	ermit if you don't upload a file
***	Choose File No file chosen	

# Request a Permit

• Complete all the requested fields. Red implies required.



Lagree, Request my Permit

# 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.