



# ***LCExpress***

Office of the Lucas County Engineer  
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## **ADDING PEOPLE TO YOUR APPLICATION**

The People section of your application identifies all the parties associated with the application and its review. This should include the owner, Engineer, Developer and any others who will need to be aware of status or approvals for the application. Each person listed in the People section must have an LCExpress account in order to access the application.

An applicant may need to add an additional person if the person was not initially included or if management of the application will need to transfer to a different party prior to final inspection.

Any person entered in the People section who will need to receive emails during the approval process (fee payments, plan correction requirements, approval notification, etc.) will need to be labeled as **Main Point of Contact**. There can be multiple people with this label if needed.

**Important:** In order for the person you are adding to have access to the information, the email address of the person you are adding must match the email address that person used to set up their LCExpress account.

### To Add a Person to your application in People section.

1. Log on to your LCExpress Account
2. Find all case numbers related to the address of the subject development.
  - a. If the applicant has a large list of applications the address can be entered in the search bar at the top.
3. In each case related to the development address perform the following.
  - a. Click on the case number at the left of the address
  - b. Navigate to the "People" Section
  - c. Click the "Add Person" button
  - d. Select the Role of the person
  - e. Enter the Person's Contact information.
  - f. Click "Add"
  - g. Click the "Back" button at the top and repeat the process for the next case related to the development address.

***Regardless of who is included in the people section, the owner of the property is ultimately responsible for all permits. The Applicant MUST provide a copy of all approved documentation to the Owner and/or End User of the property.***