

## Permit Process for Contractors: New & Existing Private Residence Devices

### Registering as a Contractor

1. Visit <https://www.cecaprregistry.com/>
2. Click the red **LOG-IN/REGISTER** button
3. To register, click the red **CREATE AN ACCOUNT** button
4. Enter a username and password plus all contact and company details.
5. NOTE – Current insurance information is mandatory, as is uploading a Certificate of Insurance (COI) naming *Canadian Elevator Contractor's Association* as an additionally insured party.
6. Click the appropriate acknowledgements and select whether you're a CECA member or non-member
7. Complete the registration by clicking the red **CREATE AN ACCOUNT** button at the bottom
8. The PRD administrator will send you an introduction email that provides you updated log-in credentials and any outstanding information required to complete your registration.
9. Once your account has been approved, you can start registering elevator devices.

### Registering a new or existing elevator device

10. Visit <https://www.cecaprregistry.com/> and **LOG-IN** with credentials provided
11. You'll be brought to your **DASHBOARD** where you can **REGISTER A NEW PERMIT**, **VIEW OPEN PERMITS**, or **VIEW REGISTERED PERMITS**.
12. Click **REGISTER A NEW PERMIT**
13. Enter all pertinent Project Details and upload As-Built Engineered Drawings (**required**) and any Electrical Schematics (**optional**).

**IMPORTANT: Ensure the property address is complete and correct. PRD Admin sends a welcome letter promoting Homeowner training to this address after completion.**

14. Enter Save & Continue.
15. You will be brought to your Shopping Cart. You can continue to order more permits or click **CHECKOUT** To advance your permit.
16. Enter credit card details and **PAY AND COMPLETE PAYMENT**
17. After payment your permit now has an Open status. PRD admin will mail the CECA PRD package that includes the Permit document and Permit Sticker, both displaying a unique Unit ID Permit #. Allow approx. 4-5 weeks.
18. For new sign-ups, a paper copy of the Inspection Checklist and Inspection Guide document will also be provided. After which, contractors can download both from the PRD website.
19. When a Unit ID is assigned to your submission, your Permit will now show **Open Permit / Pending Testing** in your dashboard.



# CECA

## PRIVATE RESIDENCE DIVISION

20. Upon receiving your CECA package, make arrangements to deliver the Permit Sticker to site and affix to the device's controller in an obvious location.
21. Whether a new or existing device, when ready, complete the Inspection Checklist. It is a fillable PDF document, or it can be printed and completed by hand.

**IMPORTANT: Please ensure all supporting documents are complete and correct when submitting. Should PRD Admin reject your permit for any reason, it will extend the timeframe for completion.**

### Completing the permit

22. In the My Open Permits section, find your project using any of the search fields
23. Once found, click **Add Inspection Checklist Test Results** and upload your completed **Inspection Checklist** under **Test Results**
24. Click **SAVE RESULTS**
25. PRD Admin will review the inspection checklist before your Permit is marked, **Completed** and moved to the **My Registered Permits** section in your dashboard.

### Homeowner Training

26. Upon turnover of the device, encourage all elevator users at each property to complete the Homeowner Training, and to include their permit number when submitting their contact details.