



**Contact/Case Connection Form**

Prior to completing this form, please read our best practices for managing company and individual contact records in the Civic Access (CA) portal.

<https://cityofhelenamt-energovweb.tylerhost.net/apps/selfservice>

Select one:

- Primary Company Contact Record
- Individual Contact Record

Have you created a CA account?  Yes  No. If no, please refer to the applicable guide for step-by-step guidance

**Complete the applicable fields.** Please note, first and last name is not required for a company record, and company name is not required for an individual contact record. **Email addresses are required for all contact record types in order to use CA.**

First Name:

Last Name:

Company Name:

Street Address:

City/State/Zip:

Business Phone:

Cell Phone:

Email Address:

Contractor License No: LIC-

List the permit and/or development review **CASE NUMBERS** (inactive or active) or **Business/Professional License Number** that you cannot view at this time and would like to see through **CA**. Please note, we must have a case number, an address does not provide enough detail for us to effectively connect these records to your account.


For Plan Records, submit form to: [citycommunitydevelopment@helenamt.gov](mailto:citycommunitydevelopment@helenamt.gov)

For Permit Records, submit form to: [CityBuilding@helenamt.gov](mailto:CityBuilding@helenamt.gov)

For Licenses, submit form to: [citywater@helenamt.gov](mailto:citywater@helenamt.gov)

This form may also be submitted in person to the related department.

**Please allow up to 2 business days (additional time may be needed) for your request to be processed.**