



ENTERING A PERMIT (based on job cost)

From the Permits Main Switchboard, choose Permits. Add New Permit.

The screenshot shows the 'Permit Maintenance' window in the 'DQC Permits' application. The window has a menu bar with 'File', 'Edit', 'Insert', 'Records', 'Window', and 'Help'. The main form contains the following fields and controls:

- PermitID: 4017, Permit Number: 2004-1621, Status: Active (dropdown), with checkboxes for Void, Paid, and Hold.
- Tabs: Additional Fees, Inspections, Attachments, Questions, User Defined Fields, Payments, General (selected), Contractors, Location, Notes / Work Description, Sub Contractors, Sub-Fees.
- Project: (dropdown), Applied Date: 09/17/2004, Residential: Yes (dropdown).
- Permit Code: BR, BUILDING RESIDENTIAL PERMIT.
- JOB COST: (text field), Permit Fee: (text field).
- Occupancy: (dropdown), Improvement: (dropdown).
- Master Permit: (dropdown), Drawing/Diagram: (checkbox), Characteristics... (button).
- Issue Date: (text field), Additional Characteristics... (button).
- Approved By: (dropdown), Proposed Use: (text area).
- Associated Permits: Table with columns Permit Number, Permit Code, Applied Date, and a Copy button.
- Buttons: ImageEase View..., ImageEase Scan..., Print Form..., Accept Payment..., Create Inspections, Delete Permit, Print Permit, Calculate, Close.
- Permit Total: \$0.00.

GENERAL TAB – By field:

PROJECT: enter the project information or create a new project by clicking the ellipses located to the right of the field.

APPLIED DATE: defaults to your computers date

RESIDENTIAL: assign the residential status yes/no

JOB COST: enter the job cost for the permit calculation

PERMIT FEE: permits will calculate the fee based on the job cost

OCCUPANCY: enter occupancy type (very important for reporting)

IMPROVEMENT: enter occupancy type (also very important for reporting)

MASTER PERMIT: if this permit is associated with a master building permit, enter that permit number in this field.

DRAWING/DIAGRAM: check this box if the blueprints are on-hand.

CHARACTERISTICS: basic building characteristics

ISSUE DATE: defaults to the date the permit is issued – don't enter info into this field

APPROVED BY: enter the persons name that approved issuance for the permit

ADDITIONAL CHARACTERISTICS: additional set of characteristics (can be used alone instead of the other characteristics field)

PROPOSED USE: enter information concerning the usage

ASSOCIATED PERMITS: If this is the building permit, you can associate the plumbing, electrical, heating and air and other permits that will be pulled with this permit.

Once you have entered the information into this form, click the tabs at the top of the form to continue entering the permit. (Contractors, Location, etc...)



CONTRACTOR TAB – By field:

The screenshot shows the 'Permit Maintenance' window in the 'DQC Permits' application. The 'Contractors' tab is selected. The form contains the following fields and sections:

- Permit ID: 4017, Permit Number: 2004-1621, Status: Active (dropdown), Void (checkbox), Paid (checkbox), Hold (checkbox)
- Additional Fees, Inspections, Attachments, Questions, User Defined Fields, Payments (tabs)
- General, Contractors (selected), Location, Notes / Work Description, Sub Contractors, Sub-Fees (tabs)
- Contractor section: Taxpayer ID (dropdown with ellipsis), Location # (dropdown), Insured Until (text), License Code (dropdown)
- Architect Engineer Designer section: Taxpayer ID (dropdown with ellipsis), Location # (dropdown), Insured Until (text), License Code (dropdown)
- Supervisor section: Taxpayer ID (dropdown with ellipsis), Location # (dropdown), Insured Until (text), License Code (dropdown)
- Permit Total: \$0.00
- Buttons: ImageEase View..., Print Form..., ImageEase Scan..., Accept Payment..., Create Inspections, Delete Permit, Print Permit, Calculate, Close

CONTRACTOR – mandatory for permit setup

TAXPAYER ID: use the combo box (↓) to assign the contractor's name or type in the contractor's name in the field. You can also use the ellipses (...) to lookup the contractor by ID number

LOCATION#: once the contractor name is entered into the taxpayer id field, the location information will default – you will have to enter (↓) to continue through this fields.

LICENSE CODE: #: once the contractor name is entered into the taxpayer id field, the license code information will default – you will have to enter (↓) to continue through this fields.

ARCHITECT/ENGINEER/DESIGNER and SUPERVISOR fields are not mandatory to complete the permit setup.

CONTINUE entering the permit by clicking the **LOCATION** tab at the top of the form.



LOCATION TAB – By field:

Location Information NUM

JOB LOCATION

E911 ADDRESS: street information from the local emergency management database can be downloaded here.

ADDRESS 1: basic address information

ADDRESS 2: basic address information

COPY E911 ADDRESS: if you are entering a new address for your city, you can save that new address to your E911 table by clicking this option

CITY – STATE – ZIP – PHONE NUMBER: basic information

SURVEY – LOT – BLOCK: legal description

MAP# – GROUP – CONTROL MAP: legal description

PARCEL – GEO CODE: legal description

SPECIAL INTEREST – FOOT PRINT – MAP: legal description

SUB-DIVISION: enter the sub-division name here if applicable

NOTES: any location notes - unlimited

OWNER

NAME: owner's name

ADDRESS 1: owner's address – basic information

ADDRESS 2: owner's address – basic information

COPY LOCATION ADDRESS: allows you to copy the address 1 & 2 and city, state zip from the job location above

CITY – STATE – ZIP – PHONE NUMBER: basic information



****AT THIS POINT, YOU CAN ACCEPT PAYMENT FOR THIS PERMIT BY CLICKING THE ACCEPT PAYMENT OPTION LOCATED AT THE BOTTOM OF THE FORM. IF THE PERMIT IS BASED ON FEES, YOU SHOULD PROCEED TO THE SUB-FEES TAB TO COMPLETE THE PERMIT.**